

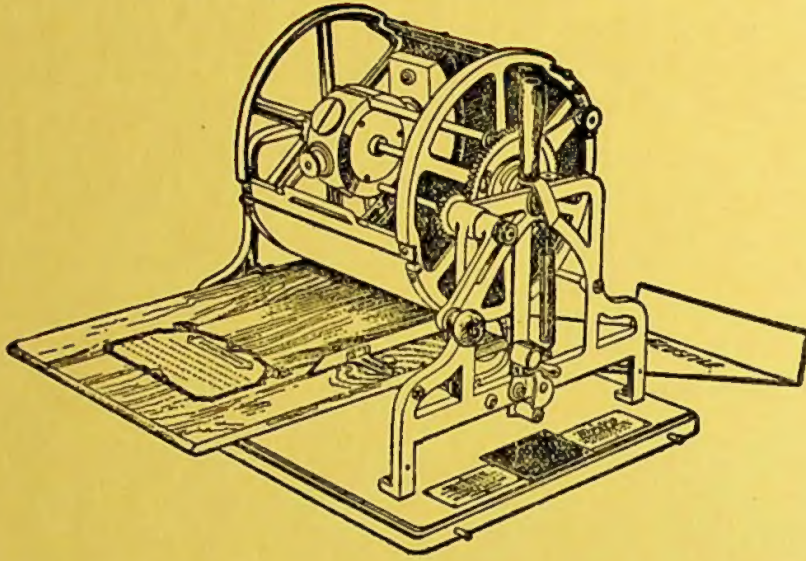
# OFFICE SUPPLIES *and* FURNITURE



*The Joplin Printing Company*  
*"THE BUSINESS MAN'S DEPARTMENT STORE"*

JOPLIN, MISSOURI

# ROTARY NEOSTYLE



Model 8F—Price With Supplies Ready to Use, \$65.00

The Highest Degree of Perfection in Mechanical Construction and  
Operation.

Equipped With Automatic Inking Device.

## Money, Time and Labor Saver

Reproduces perfectly an almost unlimited number of circular letters, price lists, quotations, descriptions, notices, drawings, music, tariffs, etc., etc., from one typewritten or hand written original, at the rate of

**One Copy per Second**

Has Printing Capacity  
7½ x 14½ inches.

Will accomodate sheets  
9½ x 18 inches.

*Neostyle Machines and Supplies Carried in Stock at All Times*

# CATALOG No. 3

## Office Supplies and Furniture

ISSUED JANUARY, 1926

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You will find this as complete a reference as you can find of General Office necessities and furniture.

Special catalogs gladly furnished showing the following lines more complete than they are shown in this general catalog.

*Office Desks*  
*Office Chairs*  
*Drafting Room Furniture*  
*Loose Leaf Binders and Forms*  
*Steel Shelving*  
*Filing Cabinets and Supplies*  
*Steel Safes*  
*Vault Doors*

*Safe Deposit Boxes*  
*Sectional Office Partitions*  
*Sengbusch Inkstands*  
*Bank Pass Books*  
*Downey Coin Wrappers*  
*Macey Book Cases*  
*Neostyle Duplicating Machines*

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### THE JOPLIN PRINTING COMPANY

MANUFACTURING STATIONERS  
OFFICE OUTFITTERS

509-15 Joplin St.

JOPLIN, MISSOURI

Phone 1668



THE HOME OF THE JOPLIN PRINTING COMPANY

Located at 509-15 Joplin Street.

This building containing almost 23,000 square feet of floor space is devoted exclusively to our Office Supply, Furniture, Manufacturing and Gift Shop Departments. In addition we have a large warehouse for storing surplus furniture stock.

We have the building, stocks, machinery and personnel to serve you best. Why not let us furnish your every office need?

## What We Have to Offer!

### Four Big Departments

Each One Complete In Itself, Offering the Best of  
Materials and Prices In It's Line.

---

#### OFFICE SUPPLY DEPARTMENT

Every Office Necessity.

#### OFFICE FURNITURE DEPARTMENT

Ready to furnish your office *complete*.

#### JOPCO GIFT SHOP DEPARTMENT

Society Stationery and Gift Goods.

#### MANUFACTURING DEPARTMENT

Printing and all its branches.

---

These four departments all under one roof combined with **JOPCO SERVICE** offer a service unexcelled anywhere.

Help us to grow bigger by entrusting your orders to us. *We guarantee every transaction to be satisfactory.*

"We have a record of nineteen years of square dealing behind every transaction."

## Office Supply Department

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To this department is devoted most of the space in this catalog and therefore very little description is needed here.

It is said that only one other line of merchandise contains more items than the office supply line. This being the truth, you can readily understand that it is practically impossible to list and describe every item in the entire line. However, we show almost every article for which there is a general demand and many others which are only occasionally needed. Also, many items are in stock which we could not show in this catalog.

You may be sure that we have exactly what you want or a suitable substitute.

Tell us your needs—we are interested in them and want to carry in stock just what you would have us carry.

“Send us your order, no matter how small.”

## Office Furniture Department

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When we say "We Can Furnish Your Office Complete," we admit that we are making a broad statement. However, we believe you will agree we can do just this after looking over the list of lines we represent in this territory and which we stock in sufficient quantities to meet any ordinary demand.

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*Leopold Desks and Matched Suites*

*Tell City Desks*

*St. Johns Tables*

*Milwaukee Chairs*

*Sikes Costumers*

*G-F Allsteel Filing Cabinets*

*G-F Allsteel Safes*

*G-F Allsteel Storage Cabinets*

*G-F Allsteel Shelving*

*G-F Allsteel Vault Equipment*

*G-F Allsteel Desks and Tables*

*Macey Book Cases*

*Klearflax Linen Rugs*

*Uhl Metal Furniture*

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We can be of assistance to you in planning or changing your office—we solicit the opportunity.

This service is free—call us in for a consultation.

## Jopco Gift Shop Department

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This department is only about three years old but its constant growth has proven to us that we were right in believing there was a real need in this community for such an enterprise.

Here you will find gift articles of every description suitable for party prizes or any other occasion. There is too great a variety to attempt to describe them in this small space. This department also specializes in high class society stationery either plain or embossed and engraved cards and wedding stationery.

We also carry a large stock of party decorations and favors, playing cards, nut cups, place cards and greeting cards for every occasion.

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In connection with the Jopco Gift Shop we also give free instruction in the

### JESSO-CRAFT AND DENNISON ARTS

and carry complete stocks of supplies needed for this work.

We will gladly shop for you in this department and send goods on approval.

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Tell us what you need and we will do our best to please you.

## Manufacturing Department

*"Printing and All of it's Branches," this department means just that.*

A modern plant equipped with the best and latest automatic machinery manned by the best workmen we can secure. As in the other departments, the manufacturing department will not take second place to any when it comes to high grade workmanship, service and economical production. A partial list of the different classes of products furnished thru this department follows:

*Printed Office Forms  
Envelopes (all kinds)  
Special Ruled Accounting Forms  
Posting Machine Ledger Sheets and Statements  
Catalogs and Direct by Mail Advertising  
School and College Annuals  
Resort and Railway Advertising Booklets and Folders  
County Records  
Stock Certificates and Bonds  
Steel Die Embossed Stationery and Cards  
Business Cards, Tickets, etc.  
Dodgers, Posters and Placards  
Bill and Charge Sheets  
Christmas Greeting Cards  
Advertising Blotter  
Tags and Tag Envelopes and Labels  
Index and Filing Cards  
Bank Stationery  
Advertising Programs  
Duplicate and Triplicate Manifold Forms  
Special Made to Order Blank Books  
Business Announcements  
Lithographed Checks and Vouchers  
Lithographed Letter Heads  
Lithographed Bank Stationery of all kinds  
Sales Books of Every Description*

No printing contract too large or small for this department.

*"Let us be your Printer."*

The Officers, Sales Organization and Department  
Heads of  
The Joplin Printing Company

O. P. MELOY,  
*President and Treasurer.*  
In charge of Furniture Department.

BERT MANNING,  
*Vice Pres. and Secretary.*  
In charge of Manufacturing Department.

GERRY A. MANNING,  
*Sales Manager.*

ERNEST BRICKEY,  
*Mgr. Office Supply Dept.*

WM. N. BARR, *Salesman.*  
Mo., Kans. and Okla. Territory.

M. W. FARRAR, *Salesman.*  
City Territory.

CHAS. M. CROSS, *Salesman.*  
City, Mo., Kans. and Ark. Territory.

WM. MANEKE, *Salesman.*  
Tulsa District Territory.

GEORGE C. RICHARDSON, *Store Salesman.*

EUGENE HAYS, *Store Salesman.*

RAY PAYNE, *Store Salesman.*

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Manufacturing Department

E. B. MANNING,  
*Superintendent and Bindery Foreman.*

D. C. WITT,  
*Foreman Composing Room.*

W. CARL GLEN,  
*Foreman Press Room.*

## The Purpose of this Catalog.

This catalog is sent to you in order to give you the latest information concerning appliances, equipment, systems and articles that have been found useful and valuable in other offices and banks.

Every business man wants to use the best suited and most efficient equipment and supplies and this catalog is a book of reference giving as complete an assortment of office helps as is practical.

This catalog does not include everything that we carry by any means and if you happen to need anything in the office supply line that is not shown herein, we ask that you write us concerning it. We can in all probability supply it from our stock.

We believe that you will find it to be to your advantage to look through this catalog carefully, for it may be possible that you will see here things that will fill a long-felt want.

This catalog does not contain prices, for we want it to be a book of reference. If prices were quoted, they would be out of date almost before the catalog could be mailed because of their frequent changing. We will, however, keep you supplied with a supplementary price list that will provide up-to-date prices on all items.

We hope you will preserve this catalog and will keep it accessible so that you can refer to it easily. You will find that the information contained here will be a help to you in equipping your office with the appliances and supplies that will give you the best service. This catalog naturally supersedes any previously issued.

## Prices, Terms, Shipments and Claims.

**Prices:** As noted above, this catalog does not contain prices as the price situation at this time does not justify it. We will issue as occasion demands supplementary price lists which will keep you supplied with up-to-date prices.

**Terms:** To concerns or individuals who are satisfactorily rated, we will be glad to sell on open account, payable the first of the month following purchase. Where credit rating cannot be established quickly, we recommend that cash or satisfactory references accompany the orders. This will avoid any delay in shipping the goods.

If the parcel reaches you with contents damaged or missing, have the Postmaster make notation on the wrapper and send us the wrapper with a full report of the facts. The Postmaster will be glad to help you make out the report. Keep the package in the condition it reaches you until the loss or damage is adjusted.

**Freight and Express Shipments:** The Transportation Company is responsible to you for delivering in good order. Before accepting a freight or express shipment, if damage or shortage is apparent, have the agent make notation on your freight bill. In case the damage or shortage is not apparent until the goods are unpacked, immediately call the agent to inspect, and secure a copy of his inspection record. If the agent fails to call, write him stating the facts. Then file your claim, on the blanks for that purpose, with the agent, and tell us the facts. We will help all we can to secure prompt allowance of your claim.

## Prices, Terms, Shipments and Claims—Continued.

**Claims:** We carefully inspect goods before they leave us, and deliver them in good condition to the Transportation Company or Post Office, and our responsibility for them ceases at this point.

Our interest in them, however, remains until they have been delivered to your satisfaction and we will gladly help you in any possible way to adjust your claims.

**When Unpacking:** Check carefully everything in the package. Look for small articles wrapped separately. Frequently, customers report short certain items which they later find were laid aside with the packing. Do not destroy the packing until a reported shortage is adjusted.

**Tracers:** Tracers for missing shipments will not be started by Railroad or Express Companies under 30 days, nor by the Post Office under 50 days, from date of shipment. If a shipment does not reach you within a reasonable time, please report to us and we will do what we can to hasten delivery.

**Guarantee:** We absolutely guarantee every article to be in perfect condition when it leaves our factory. If, on receipt, goods are not found entirely satisfactory in every particular, we will arrange for their return at our expense. No returned goods will be accepted unless we have previously been notified and have given shipping instructions.

We prepay our telegrams, please prepay yours.

## How to Order.

Please avoid saying "same as last". Give us the number, name, size and quantity of the article wanted and if shown in catalog give page on which such article is shown.

In ordering Loose Leaf Sheets and Devices, please give us all possible information so that errors in shipping may be reduced to a minimum.

In ordering goods requiring special manufacturing, please be careful to make your specifications and instructions as plain as possible.

In ordering Blank Books, be sure to give us the number of pages desired, as well as catalog number of the book.

In ordering goods where there is a selection of colors, please be careful to give us the color you desire.

We would appreciate it if you would state just how you wish your goods to be sent, freight, express or parcel post, if you have a preference. Otherwise, we will use our best judgment and will send your goods whichever way we feel to be the best and cheapest for you.

Please include postage with your cash orders. The Parcel Post information on page 16 will enable you to ascertain just what the postage on your item will be.

By making your order as complete as possible, you will help us to make prompt shipments to you. As a rule, people do not like to receive a letter asking for further information when they are expecting the goods. By giving us all possible information with your order, you will help us do our part to spare you this annoyance.

We aim to ship goods shown in this catalog on the same day that order is received, unless the goods require special manufacturing. Invoices covering the order will be mailed so that you will have the invoice to check up your shipment. Please open every package when it arrives and check off your invoice. Notify us at once in case of error.

## QUICK REFERENCE INDEX TO SECTIONS.

Section	Pages
Accounting Systems and Forms.....	33- 45
Bank Accounting Equipment and Forms.....	46- 54
Bank Supplies.....	76- 82
Blank Books and Accessories.....	83-104
Book Cases.....	290-293
Chairs and Stools.....	278-280
Dennison's Goods.....	121-127
Desks and Tables.....	255-277
Desk Accessories.....	165-184
Drawing Supplies.....	294-296
Envelopes.....	114-118
Filing Devices, Miscellaneous.....	200-208
Filing Cabinets.....	226-243
Filing Supplies.....	209-223
Inks and Adhesives.....	152-156
Inkstands.....	144-149
Leather Goods.....	178-181
Loose Leaf Devices and Supplies.....	17- 75
Machine Accounting Equipment and Supplies.....	57- 75
Neostyle.....	198-199
Paper Fasteners, Punches, etc.....	158-164
Pencils.....	128-133
Pens, Penholders, etc.....	136-143
Typewriter Supplies.....	109-113
Rubber Stamps, Numbering and Dating Devices.....	185-195
Safes and Safety Deposit Boxes.....	245-254

## INDEX.

A	Page No.
ABC Bookkeeping System, L. L.....	38-39
Acce Fasteners.....	157
Acce Folders.....	55
Account File.....	55
Accountants' Ruled Paper.....	102, 103
Accounting Forms, L. L.....	33-45
Accounting, Machine Equipment.....	57-75
Accounting Forms, Machine.....	72, 73
Accounting Outfits, L. L.....	17, 18, 23
Accounting System, Simplified.....	70-71
Accounting Systems, L. L.....	33 45
Adding Machine Papers.....	101
Adding Machine Stools.....	278
Address Books.....	96
Adhesive Mending Tape.....	125
Adhesive Paper and Cloth.....	125
Adhesive Transparent Tape.....	125
Advertising Pencils.....	131
Advertising Penholders.....	131
Alphabets, Gummed.....	125
Aluminum Sheet Holders.....	22
Analysis Forms, L. L.....	30-32
Anglo Record Book, Vertical.....	95
Arch Files.....	204
Arch Files, Covers and Indexes.....	204
Architects' Drawing Supplies.....	294-296
Arm Rests.....	165
Art Gum.....	134
Attorneys' Dockets, L. L.....	44
Automatic Pencils.....	132, 133, 143
Automatic Shading Pens.....	140
Auto Trail Maps.....	112

B	Page No.
Bag Seal Press.....	174
Bag Seals.....	174
Bags, Coin, Leather.....	81
Bags, Coin, Canvas.....	174, 175
Bags, Office Mail.....	181
Balance Books, Trial.....	85
Balance, Trial, Papers.....	102, 103
Balance, Trial, Sheets.....	30-32, 35, 42
Bands, Rubber.....	158, 159
Bank Accounting Forms, Machine.....	73

	Page No
Bank Bags, Leather, Coin	81
Bank Check Book Covers	82
Bank Checks, Blank	99
Bank Counter Checks	80
Bank Deposit Tickets	80
Bank Filing Envelopes	81
Bank Forms, Accounting	76-77
Bank Liability Ledger Sheets, Mach- ing Accounting	74
Bank Pass Books	78, 79
Bank Pins	159
Bank Registers, Bound	51-54
Bank Registers and Systems, L. L.	46-50
Bank Remittance Sheets	77
Bank Statement, L. L.	34
Bankers' Cases	178, 179
Bankers' Paper Clasp	56
Basket Checks (Coat)	125
Baskets, Desk	169
Baskets, Letter	169
Baskets, Waste	168
Bill and Charge System, L. L.	42
Bill Books	178
Bill Head Cases	177
Bill Heads	102
Bill Straps	174, 175
Bills Payable and Receivable Books	93
Bills Payable and Receivable Records, L. L.	42
Binders—See Loose Leaf Goods	
Binding Cases, Arch File	204
Binding Screws, Chicago	56
Binding, Passe Partout	127
Binding Straps	201
Blank Book Labels	85
Blank Book Locks	85
Blank Books, Bound	83-96
Blotter Pads (Desk)	166
Blotters, Desk and Small	110
Blotters, Roker	166
Board Clips	201
Board Boxes	176, 177
Board Registers, Bound	53
Board Record, L. L.	36
Board Register, L. L. Bank	50
Bookcases, Sectional	290-293

	Page No.
Bookcases, Steel Sections . . . . .	237
Bookkeepers' Arm Rests . . . . .	165
Bookkeepers' Stools . . . . .	278, 287
Bookkeeping Equipment, L. L. . . . .	17-45
Bookkeeping Forms, L. L. . . . .	33-45
Bookkeeping Machine Equipment . . . . .	57-75
Bookkeeping Outfits, L. L. . . . .	17, 18, 23
Bookkeeping Outfits, Machine . . . . .	70-71
Bookkeeping Systems, L. L. . . . .	33-45
Book Holders . . . . .	201
Book Labels . . . . .	85
Book Racks . . . . .	201
Book Supports . . . . .	201
Bottle Coolers, Water . . . . .	106
Box Files . . . . .	203
Boxes, Bill Head . . . . .	177
Boxes, Bond, Cash . . . . .	170, 177
Boxes, Coin Storage . . . . .	175
Boxes, Document . . . . .	170, 177
Boxes, Office . . . . .	177
Boxes, Pigeon Hole . . . . .	207
Boxes, Post Office . . . . .	177
Boxes, Safe Deposit . . . . .	251-253
Boxes, Security . . . . .	176, 177
Boxes, Stamp . . . . .	177
Boxes, Stationery Shelf . . . . .	207
Brass Fasteners . . . . .	160
Brass Fasteners, Punch . . . . .	164
Brief Cases . . . . .	180-181
Brief Covers . . . . .	29, 55
Brief Pockets . . . . .	180
Brushes, Marking . . . . .	185
Brushes, Paste . . . . .	151
Brushes, Stencil . . . . .	185
Brushes, Typewriter . . . . .	111
Business Blanks . . . . .	98-99
Busses, Vault . . . . .	240, 241
Buxton Keytainers . . . . .	173

C	Page No.
Cabinets, Card Index, Fibre.....	211, 212
Cabinets, Card Index, Steel.....	243
Cabinets, Card Index, Wood.....	209, 210
Cabinets, Filing, Counter Height, Steel.....	231-233

	Page
1. Name of the person or organization	
2. Address	
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4. State	
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8. Remarks	
9. Signature	
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115. Zip	
116. Date	
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118. Remarks	
119. Signature	
120. Title	
121. Organization	
122. Address	
123. City	
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125. Zip	
126. Date	
127. Subject	
128. Remarks	
129. Signature	
130. Title	
131. Organization	
132. Address	
133. City	
134. State	
135. Zip	
136. Date	
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138. Remarks	
139. Signature	
140. Title	
141. Organization	
142. Address	
143. City	
144. State	
145. Zip	
146. Date	
147. Subject	
148. Remarks	
149. Signature	
150. Title	
151. Organization	
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153. City	
154. State	
155. Zip	
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157. Subject	
158. Remarks	
159. Signature	
160. Title	
161. Organization	
162. Address	
163. City	
164. State	
165. Zip	
166. Date	
167. Subject	
168. Remarks	
169. Signature	
170. Title	
171. Organization	
172. Address	
173. City	
174. State	
175. Zip	
176. Date	
177. Subject	
178. Remarks	
179. Signature	
180. Title	
181. Organization	

EF

Family Expense Books.....	91
Fastener Presses.....	160, 161
Fasteners, Paper.....	160
Favorite Files.....	205
F-B Loose Leaf Holder.....	56
Feather Dusters.....	109
Folders, Acco.....	55
Figuring Books.....	92
Figuring Pads.....	101
Figures, Rubber.....	191, 195
Field Books, Engineers.....	45, 384
File Guides, Card Index.....	221, 222
File Guides, Vertical.....	215, 217, 223
File Pockets.....	116, 117

You are invited to visit our establishment when in Joplin

## INDEX—Continued.

	Page No.
Files, Account.....	201
Files, Arch.....	201
Files, Binding Cases.....	204
Files, Box.....	203
Files, Card Index.....	209-212
Files, Card Index, Steel.....	213
Files, Check.....	211
Files, Cloth Covered, Vertical.....	213
Files, Document.....	213
Files, Deposit Slip.....	205
Files, Desk.....	200, 200
Files, Every Day.....	206
Files, Favorite.....	205
Files, "Grip" Expanding.....	55
Files, Gummed Stub.....	96
Files, Hanging and Hook.....	202
Files, Ledger and Account.....	55
Files, Legal Blank.....	206
Files, Ledger Sheet, Steel.....	229
Files, Newspaper.....	208
Files, Sale Ticket.....	205
Files, Statement.....	205
Files, Stick.....	202
Files, Ticket Hook.....	202
Files, Transfer Cases.....	212, 213, 241
Filing Cabinets, Card Index.....	209-212
Filing Cabinets, Counter Height—Steel.....	
Cap Sections.....	231
Card Index Sections.....	232
Cupboard Sections.....	232
Drawer Sections.....	233
Letter Sections.....	231
Machine Sections.....	232
Cabinets, Complete, Steel.....	226, 227
Cabinets, Economy Units, Steel.....	233
Cabinets, High Line—Steel—	
Document Sections.....	238
Legal Blank.....	238
Letter Sections.....	238
Machine Sections.....	238
Cabinets, Unette Sections—	
Cap Sections.....	235
Card Index Sections.....	235
Cupboard Section.....	235
Check File Sections.....	235
Document Section.....	235
Legal Blank Section.....	235
Letter Sections.....	235
Machine Sections.....	235
Filing Cabinets, Vertical—Steel.....	
Cap Sections.....	228, 229
Card Index Sections.....	229, 230
Check File Section.....	230
Cupboard Section.....	230
Bill Section.....	228
Ledger Sheet Section.....	229
Letter Section.....	228, 229
Oversize Section.....	229
Roller Bases.....	230
Storage Sections.....	230
Storage Section Shelves.....	230
Filing Cabinets, Wydesteel—	
Bookcase Section.....	237
Cap Sections.....	236
Card Index Sections.....	237
Check File Section.....	237
Document Section.....	237
Legal Blank Section.....	237
Letter Section.....	236
Storage Section.....	237
Filing Cards, Record.....	220
Filing Envelopes.....	81, 116-118
Filing Envelopes, Bank.....	81
Filing Folders and Guides.....	215-223
Filing Shelf.....	201
Filing Stools, Steel.....	278
Filing System, Vertical.....	223
Financial Record, L. L.....	39
Finger Shields.....	130
Fixture, Toilet Paper.....	108
Flowers, Paper Material.....	127
Folders, Acco, Document.....	55
Folders, "Grip" Document.....	55
Folders, Paper.....	166
Folders, Vertical File.....	218, 219, 166
Fountain Pen Clips.....	130
Fountain Pen Ink.....	152
Fountain Pens.....	111-143

## G

Geologists' Vertical Angle Book.....	95
General Ledger, Bank, L. L.....	46
Glasses, Reading.....	166
Glue, Liquid.....	155, 156
Gold Ink.....	153
Grafico Vise Signals.....	97
"Grip" Files.....	55
Guides, Card Index.....	221-222

	Page No.
Guides, Machine Accounting.....	75
Guides, Vertical Files.....	215-217, 223
Gummed Alphabets and Numbers.....	125
Gummed Index Strips.....	96
Gummed Cloth and Tape.....	125
Gummed Hearts and Stars.....	121
Gummed Labels.....	122-124
Gummed Labels, Enclosure.....	126
Gummed Folder Labels.....	219
Gummed Labels, Sealing.....	126
Gummed Reinforcements.....	55
Gummed Signal Marks.....	121
Gummed Tape, Wrapping.....	105

## H

Hand Blotters.....	166
Hangers, Cloth Rings.....	127
Hat and Coat Racks.....	276
Hat Checks.....	125
Hearts, Gummed.....	121
Hektograph Inks.....	154
Higgins' Ink.....	154
Hindill Tablets.....	104
Holders, Copy.....	112
Holiday Closing Outfit.....	196
Hook Files.....	202
Hooks, Ticket.....	202
Hotel Register.....	91

## I

"Ideal" Scrap Books.....	93
Impression Books.....	92
Indelible Ink.....	154
Indelible Pencils.....	129
Individual Ledger, Bank, L. L.....	46
Index Cards.....	220
Index Tags.....	97
Index, Telephone.....	171
Indexes, Arch File.....	204
Indexes, Blank Book.....	96
Indexes, Bound.....	96
Indexes, Loose Leaf.....	25
Indexes, Machine Accounting.....	75
Indexes, Ring Books.....	26-28
Ink Eradicators.....	135
Ink Erasers, Rubber.....	134
Ink Erasers, Steel.....	136
Ink Pencil.....	140
Inks and Writing Fluids.....	152-154
Inks, Check Protector.....	154
Inks, Dating Machine.....	189
Inks, Drawing.....	154
Inks, Fountain Pen.....	152
Inks, Gold.....	153
Inks, Hektograph.....	154
Inks, Indelible.....	154
Inks, Marking Pot.....	185
Inks, Neostyle.....	199
Inks, Numbering Machine.....	153, 189
Inks, Rubber Stamp.....	152
Inks, Show Card.....	153
Inks, Stencil.....	185
Inks, White.....	153
Inkstand Bases.....	146-149
Inkstands.....	144-149
Installment House Ledger, L. L.....	37
Installment Ledger.....	89
Insurance Record, L. L.....	37
Insurance Registers, Bound.....	89
Interest Tables.....	94
Inventory Forms, L. L.....	39, 43
Invoice Books, Bound.....	93
Invoice Record, L. L.....	34
Invoice Register, Bound.....	89
Irregular Curves.....	296

## J

Journals, Bank, L. L.....	47
Journals, Bound.....	83-87
Journals, Loose Leaf—See Loose Leaf	
Journals, Many Columned, Bound.....	86-87
Journal Entry Sheets.....	34
Journal Papers.....	102-103
Journal-Cash System, L. L.....	41
Justrite Envelopes.....	114

## K

Kay Dee File.....	214
Key Cushions, Typewriter.....	111
Key Tags.....	121
Keytainers, Buxton.....	173
Kier-a-deck.....	206
Knife Erasers.....	136
Knives, Office.....	136
Kutter Fastener Punch.....	164

## L

	Page No.
Labels, Blank Book.....	84, 85
Labels, Books of.....	122, 123
Labels, Bottle.....	123
Labels, Enclosure.....	126
Labels, Gummed.....	122-124
Labels, Leather.....	85
Labels, Mailing.....	123, 124
Labels, Package.....	123
Labels, Parcel.....	123
Labels, Price, in books.....	123
Labels, Sealing.....	126
Lamps, Desk.....	224
Lamps, Sealing.....	165
Lawyers' Brief Cases.....	180-181
Lawyers' Dockets.....	41
Lawyers' Seals.....	123
Lead Pencils.....	128-133, 143
Leather Coin Bags.....	81
Leather Envelopes.....	178
Leather Labels.....	85
Ledger or Account File.....	55
Ledger Papers, Ruled.....	102, 103
Ledger Posting Machine Equipment.....	57-75
Ledger Statement, Bank, L. L.....	47
Ledger, Stock Certificate.....	91
Ledgers, Bank, L. L.....	46-50
Ledgers, Bound.....	83-87
Ledgers, Dues.....	89
Ledgers, Loose Leaf—See Loose Leaf	
Ledgers, Machine Accounting.....	57-63
Ledgers, Stock, Bound.....	91
Legal Blank and Electro Cases.....	201
Legal Ruled Pads.....	103
Legal Blank File.....	206
Legal Blank Files, Steel	
Sections.....	235-238
Legal Envelopes.....	114-118
Legal Tape.....	201
Letter Baskets.....	169
Letter Boxes.....	201
Letter Clips.....	157
Letter Copying Books.....	92
Letter Files, Box.....	203
Letter Wax.....	127
Lettering Pens.....	140
Letters, Gummed.....	125
Letters, Rubber.....	194, 195
Letter Storage Boxes.....	214
Level Books, Engineers.....	15, 291
Liability Ledger, Bank, L. L.....	48, 49
Liability Ledger Sheet, Bank,	
Machine Accounting.....	74
Library Paste.....	155, 156
Lily Drinking Cups.....	107
Linen Marking Ink.....	154
Lining Paper, Packing.....	105
Liquid Glue.....	155, 156
Loan Record, L. L.....	49
Locks, Book.....	85
Lockers, Steel.....	214
Lodge Ledgers (Dues).....	89
London Coin Storage Boxes.....	175
Loose Leaf Accounting Forms.....	33-45
Loose Leaf Bank Ledgers.....	16-50
Loose Leaf Balance Sheets.....	35, 42
Loose Leaf Bank Forms.....	16-50, 73
Loose Leaf Bank Registers.....	16-50
Loose Leaf Bill and Charge System.....	42
Loose Leaf Bills Payable—Receivable.....	42
Loose Leaf Bookkeeping Machine	
Equipment.....	57-75
Loose Leaf Brief Covers.....	29, 35
Loose Leaf Business Record.....	39
Loose Leaf Cash Record.....	33, 38
Loose Leaf Car Record.....	37
Loose Leaf Cash-Journal System.....	41
Loose Leaf Check Record.....	33
Loose Leaf Columnar Binders.....	19
Loose Leaf Columnar Sheets.....	30-32
Loose Leaf Daily Bank Statement.....	31
Loose Leaf Cross Section Books.....	15
Loose Leaf Dockets, Attorney's.....	11
Loose Leaf Duplicate Statement	
System.....	40
Loose Leaf Economy Folders.....	29
Loose Leaf Engineer's Books.....	15
Loose Leaf Eyelets, Muslin.....	55
Loose Leaf Field Books.....	45
Loose Leaf "Grip" File.....	55
Loose Leaf "Ideal" Scrap Books.....	93
Loose Leaf Invoice Record.....	34
Loose Leaf Installment Ledger.....	37
Loose Leaf Insurance Record.....	37
Loose Leaf Inventory Record.....	39
Loose Leaf Journal Entry Sheets.....	34
Loose Leaf Ledger File.....	55
Loose Leaf Ledger Indexes.....	25
Loose Leaf Ledger Outfits.....	17, 18, 23
Loose Leaf Ledger Sheets.....	23, 24
Loose Leaf Ledgers.....	17, 18, 23
Loose Leaf Manuscript Covers.....	29, 55
Loose Leaf Memorandum Books.....	26

## INDEX—Continued.

	Page No.
Loose Leaf Minute Books	44
Loose Leaf Note Books, Stenographers	29
Loose Leaf Order Blanks	43
Loose Leaf Operating Statement	36
Loose Leaf Perpetual Inventory	43
Loose Leaf Post Binders	19-21
Loose Leaf Price Books	27
Loose Leaf Price Book Sheets	27
Loose Leaf Prong Binders	56
Loose Leaf Property Tax Record	34
Loose Leaf Punches	163-164
Loose Leaf Purchase System	43
Loose Leaf R. E. Listing System	45
Loose Leaf Record Covers	29, 55
Loose Leaf Report Holders	29
Loose Leaf Ring Book Binders	26-29
Loose Leaf Scrap Summary	39, 43
Loose Leaf Scrap Books	93
Loose Leaf Sheet Holders	22, 56
Loose Leaf Sheet Rings	55
Loose Leaf Sheet Screws	56
Loose Leaf Specification Covers	29, 55
Loose Leaf Stiff Cover Ring Books	28
Loose Leaf Stock and Bond Record	36
Loose Leaf Tire Record	37
Loose Leaf Storage Binders	21, 56
Loose Leaf Transfer Binders	21
Loose Leaf Transit Books	45
Lumber Crayons	130

## M

McGill Fastener Press	160
Mail Bags	181
Machine Accounting Equipment	57-75
Machine Bookkeeping Lamps	224
Mailing Envelopes	114-118
Mailing Labels	123, 124
Magazine Stand	277
"Makuroun" Index Tabs	96
Manifold Books	100
Manuscript Covers	29, 55, 113
Map Tacks	112
Maps, Auto, and Shippers	112
Marking Brushes and Pots	185
Marking Crayons	130
Marking Ink	185
Marking Tags	121
Mats, Cuspidor	184
Maturity Record of Notes Due	50
Mechanical Pencils	132, 133, 143
Memo Book, Bound	88
Memorandum Books, Loose Leaf	26, 55
Memorandum Books, Pocket	101, 173
Memorandum Pads, Desk	172, 173
Memo: Attachment, Telephone	171
Memo. Roll	104
Mending Tape	125
Mercantile Report Files, Steel	237
Mercantile Report Stand	277
Merchandise Envelopes	114-118
Merchandise Orders	98
Merchandise Stock Book	89
Merchandise Tags	121
Metal Rim Tags	121
Mimeograph Paper	110
Mine Weigh Book	95
Miniature Blank Books	68
Minute Books, Bound	90
Minute Books, L. L.	44
Moisteners	151
Moisteners, Tape	105
Money Bags	81, 174, 175
Money Changers	182
Monthly Statement System, L. L.	40
Morden's Loose Leaf Rings	55
Mouthpiece, Telephone	171
Mucilage	155, 156
Mucilage Applier	156
Mucilage Stands	151, 156

## N

Name Plates, Desk	196
Neostyle, Duplicator	198, 199
Neostyle Supplies	199
Neva-Clog Stapling Pliers	100
Newspaper Files	208
Nibroc Towels	108
Notarial Seals	165
Notary Records	90
Note Books, Stenographers' Bound	112
Note Books, Stenographers, L. L.	29
Note Cases	167, 179
Notes, Commercial, Blank	99
Notes Due Record, L. L. Bank	50
Notes, Receivable and Payable Book	93
Notice of Protest Forms, Bank	76
Number Plates, Door, etc.	196
Numbers, Gummed	125

	Page No.
Numbering Machine Ink	153, 189
Numbering Machines	189
Numbering Stamps	193

## O

Office Boxes	177
Office Chairs	279, 289
Office Costumer	276
Office Desks	255-272
Office Furniture	225-293
Office Knives	136
Office Mail Bags	181
Office Partitions	266
Office Signs	196
Office Stools	278, 287
Office Tables	263, 278
Oil Cans	111
Oil Field Vertical Angle Book	95
Oil, Typewriter	111
Onoto Ink Pencil	110
Operating Statement, L. L.	36
Order Blanks, L. L.	43
Order Books, Counter	92
Order Book Covers	100
Order Books, Merchandise	98
Order Books, Salesmen's	100
Order Register	90
Organizers, Work	206
Outfits, Office Closing	196
Outlook Envelopes	114, 115
Overdraft Sheets, Bank	76

## P

Package Labels	123
Package Receipt Books	98
Pads, Calendar	172
Pads, Chair	167
Pads, Desk Blotter	166
Pads, Rubber Stamp	185
Pads, Scratch	105
Paper, Adding Machine	104
Paper, Carbon	109
Paper Clasp	56
Paper Cleaners	134
Paper Clips	160
Paper, Crepe	127
Paper, Cross Section, Profile, etc.	294
Paper Fasteners	160-162
Paper Fastener Machines	160, 161
Paper Flower Material	127
Paper Folders, Bone	166
Paper, Multi-columned	102, 103
Paper Pads	105
Paper Punches	163, 164
Paper Rope for Weaving	127
Paper, Second Sheets	110
Paper, Sketching, Tracing, etc.	294
Paper, Toilet	108
Paper Towels	108
Paper, Trial Balance	102, 103
Paper, Typewriter	113
Paper Weights	159
Paper, Wrapping	105
Paper, Writing	119, 120
Parcel Post Tags and Labels	123, 124
Partitions, Drawer	202
Partitions, Office	266
Pass Book Racks	201
Pass Books, Bank	78, 79
Paste Brushes	151
Paste, White	155, 156
Payroll Books	94, 95
Payroll Sheets	95
Pencil Extenders	130
Pencil Clips	130
Pencils, Glue	155
Pencil Holders	130
Pencil, Ink	140
Pencil Point Protectors	130
Pencil Sharpener Clamps	135
Pencil Sharpeners	135
Pencil Tablets	104
Pencils, Advertising	131
Pencils, Colored	130
Pencils, Copying	129
Pencils, Mechanical	132, 133, 143
Pencils, Indelible	129
Pencils, Lead	128-133, 143
Pen Caps and Trays	150
Penholders, Advertising	131
Penholders, Rubber	136
Penholders, Wood	137
Penracks and Trays	150
Pens, Ball Pointed	140
Pens, Fountain	141-143
Pens, Lettering	140
Pens, Ruling	295
Pens, Shading	140
Pens, Steel	137-140
Perforating Machines	163, 164

	Page No.
Perpetual Stock Records, L. L.	43
Photograph Envelopes	115
Photograph Paste	155, 156
Picture Binding, Passe Partout	127
Picture Hangers, Gummed	127
Pigeon Hole Boxes	207
Pigeon Hole Cabinets	207
Pin Cups	150
Pin Stapling Tool	162
Pin Tickets	126
Pink Tape	201
Pins, Bank, etc.	159
Pocket Check Book Covers	82
Pocket Maps, Auto, etc.	112
Pocket Memorandum Books	26, 88, 173
Pocket Seals	165
Pocket Wallets	117, 178, 179
Point Protectors	130
Policy Envelopes	115
Portfolio Envelopes	116, 117
Portfolios, Desk	206
Portfolios, Lawyers	180, 181
Post Binders	19-21
Post Office Boxes	177
Postal Scales	183
Posting Machine Equipment	37-75
Pots, Marking	185
Price Books, Loose Leaf	27
Price Labels	123
Printed Copy Sheets	113
Printing Outfits	191, 195
Profile Paper and Cloth	294
Prong Binders, L. L.	56
Property Tax Record, L. L.	34
Protectors, Pencil Point	130
Protest Notice, Bank	76
Punches and Perforators	163, 164
Punches, Conductors	164
Punches, Ticket	164
Purchase Orders, L. L.	43
"Push" and "Pull" Plates	196
Push Pins and Hangers	157

## Q

Quadrille Ruled Pads	102
Quadrille Ruled Paper	103

## R

Racks, Book	201
Racks, Catalog	201
Racks, Coat and Hat	276
Racks, Pass Book	201
Racks, Pgn.	150
Racks, Rubber Stamp	185
Racks, Stationery	208
Reading Glasses	186
Readipad, Desk Memo	173
Real Estate Listing System, L. L.	45
Real Estate Loan Register, L. L.	49
Real Estate Record, L. L.	35
Receipt Files	205
Receipts, Money	99
Receipts, Package	98
Receipts, Rent	99
Receipts, Valuable Papers	76
Reconciliation Register, Bank	53
Record Cards, Index	220
Record Book, Vertical Angle	95
Record Covers, L. L.	29, 55
Records, Bound	83-90
Records, Loose Leaf	44
Registers, Bank, L. L.	46-50
Registers, Check	91
Registers, Hotel	91
Registers, Insurance, Bound	89
Registers, Insurance, L. L.	37
Registers, Order	90
Registers, Stock Certificate	91
Registers, Trade Acceptance	90
Reinforcements, Gummed	55
Reminder Pads, Desk	104, 172, 173
Reminders, Pocket	173
Remittance Blanks	98, 102
Remittance Register, Bank	52
Remittance Sheets, Bank	77
Rent Receipts	99
Report Holders, L. L.	29
Reporters' Note Books	29, 112
Reversible Envelopes	116
Ribbons, Typewriter	110
Ring Books, Loose Leaf	20-29
Rings, Morden's, L. L.	55
Rings, Suspension, Cloth	127
Robinson Reminder	173
Roll Books	91
Roller Shelf Sections, Steel	228-238
Rope, Paper, Weaving	127
Rotary Neostyle	108
Routing Tacks, Map	112

## INDEX—Concluded.

	Page No.		Page No.		Page No.
Rubber Bands	158, 159	Stapling Pliers	100	Ticket Pins	125
Rubber Erasers	131	Stara, Gummed	124	Ticket Punches	161
Rubber Finger Shields	130	Statement Books, Daily, Bank	51	Tickets, Pin	126
Rubber Penholders	136	Statement Distributors	205	Tickets, Sale	126
Rubber Stamp Ink	152	Statement, General Ledger, Bank	47	Tickers, Office	210
Rubber Stamps	186, 195	Statement, Monthly System, L. L.	40	Tills, Coin	182
Rubber Stamps, Alphabets	193, 195	Statements of Account	102	Time Books, Bound	91, 95
Rubber Stamps, Daters	188-192	Stationery Cabinets, Steel	212, 213	Time Stamps	188
Rubber Stamps, Figures, Rubber		Stationery Cabinets, Wood	208	Tire Record, L. L.	37
Type	194-195	Stationery Racks, Desk	201, 208	Title Labels for Blank Book	84
Rubber Stamps, Flexible Handle	186	Stationery Shelf Boxes	207	Toilet Paper	108
Rubber Stamps, Hand	186	Stationery, Embossed	119, 120	Toilet Paper Fixtures	108
Rubber Stamps, Holders	185	Steel Erasers	136	Topographical Paper	204
Rubber Stamps, Numbering	193	Steel Lockers	134	Towels, Paper	108
Rubber Stamps, Pads	185	Steel Pens	137-140	Towel Cabinets	108
Rubber Stamps, Pocket	193	Steel Shelving	239	Tracing Paper and Cloth	204
Rubber Stamps, Racks	185	Steel Signals	97	Trade Acceptance Register	90
Rubber Stamps, Self-inking	189-190	Steel Tapes	294	Transfer Binders, Post, L. L.	21
Rubber Stamps, Sign Markers	195	Stencil Brushes	185	Transfer Cases, Card Index and	
Rubber Time Stamps	188	Stencil Ink	185	Filing	212, 213
Rubber Type, Solid Rubber	194, 195	Stencil Paper, Neostyle	190	Transfer Cases, Steel	212, 241
Rubber Type Printing Outfits	194, 195	Stenographers' Chairs	278, 286, 289	Transit Books, L. L.	45
Ruled Pads, Columnar, etc	103	Stenographers' Desks, Steel	257-258	Transparent Tape	125
Ruled Papers	102	Stenographers' Desks, Wood	261, 272	Travelers' Expense Books	98
Rulers, Flexible, Steel	170	Stenographers' Note Books, Bound	112	Tray, Desk Supports	169
Rulers, Wood and Rubber	170, 295	Stenographers' Note Books, L. L.	20	Trays, Card Index	210
Rubber Pens	295	Stick Files	202	Trays, Coin	174, 182
<b>S</b>		Stik Mucilage	155	Trays, Desk	169
Safe Deposit Boxes	251, 253	Stockholders' Ledger, Bank, L. L.	46	Trays, Letter	169
Safe Keeping Receipts	76	Stock and Bond Record, L. L.	36	Trays, Machine Accounting	61-69
Safe Keeping Envelopes, Bank	81	Stock Book, Merchandise, Bound	89	Trays, Money	182
Safes	215-250	Stock Certificate Ledger	91	Trays, Pen and Pin	150
Sale Tickets	126	Stock Ledger, etc.	90	Trays, Penholder	150
Sales Records, Bound	90	Stock Record, Perpetual, L. L.	39, 43	Trial Balance Books	85
Sales Records, L. L.	39, 43	Stools, Adding Machine	278	Trial Balance Paper	102, 103
Sales Ticket Files	205	Stools, Bookkeepers	278, 287	Trial Balance Sheets, L. L.	30-32, 42
Salesmen's Expense Books	98	Stools, Filing	278	Triangles, Curves, etc., Artists	296
Salesmen's Order Books	100	Storage Boxes, Coin	175	Trucks, Vault	210, 241
Salesmen's Ledgers, Bank, L. L.	16, 47	Storage Boxes, Deposit Tickets	214	Twines	103
Sales Books	90	Storage Boxes, Drafts	214	Type, Rubber	191, 195
Scales	183	Storage Boxes, Envelopes	214	Typewriter Brushes	111
Scales, Architects' and Engineers'	295	Storage Boxes, Letters	214	Typewriter Cabinets	277
Scales and Shears	166	Storage Boxes, Notes	214	Typewriter Cleaner	111
School Chairs	289	Storage Cabinets, Steel	212, 213	Typewriter Erasers	131
Scrap Books	93	Storage Cabinets, Steel Sections	228, 238	Typewriter Eraser Shields	111
Scratch Pads	101	Storage Cases, Card Index	212	Typewriter Key Cushions	111
Screws, Chicago Binding	56	Storage Cases, Documents and Letters	212	Typewriter Oil and Cans	111
Seal Press, Bags	174	Storage Cases, Steel	212, 211	Typewriter Paper	113
Sealing Labels	126	Shelving, Steel	239	Typewriter Ribbons	110
Sealing Wax	165	Storage Sections, Steel Files	235-239	Typewriter Shock Absorber	111
Sealing Wax Lamps	165	Storage Trays, Money	182	Typewriter Stands	277
Sealing Wax Outfits	127	Straps, Currency	171, 175	Typewriter Tables	276
Seals, Coin Bag	174	Straps, Binding	201	Typewriter Supplies	111
Seals, Corporation and Notarial	165	String Tags	121	Typewriter Twirler Rings	111
Seals, Lawyer and Notarial	123	Stub Holders, Check	165		
Seals, Paper	123, 126	Stylographic Pens	140	<b>U</b>	
Seals, Wax	165	Stylus, Neostyle	199	Unitizers	22
Seat Pads	167	Supports, Book	201		
Sectional Bookcases	290-293	Supports, Desk Tray	169	<b>V</b>	
Second Sheets	110	Squares, T.	296	Valuable Paper Boxes	176, 177
Security Boxes	176, 177	Sweeping Compound	108	Valuable Paper Receipts	76
Sengbusch Inkstands	146-149	Surveyor's Scales	295	Valuable Paper Wallets	177
Sharpeners, Pencil	135			Vault Doors	254
Shears	166	<b>T</b>		Vault Busses	210-241
Sheet Holders, L. L.	22, 56	T, Squares	296	Vertical Angle Book, Geologists	95
Shelf Boxes	207	Tables, Directors	273	Vertical Files—See F	
Shelf Desk, Swinging	241	Tables, Office, Steel	257, 258, 277	Vertical Filing Envelopes	116, 117
Shelving, Steel	230	Tables, Office, Wood	263-276	Vertical Filing Supplies—See F	
Shields, Eraser	111	Tables, Telephone	266	Visiting Card Envelopes	115
Shippers' Maps	112	Tables, Typewriter	276, 277	Visiting Cards, Engraved	120
Shipping Tags	124	Tablets	104	Vortex Drinking Cups	107
Shock Absorbers (Typewriter)	111	Tab, Index	96, 97	Voucher Register	89
Shorthand Note Books, Bound	112	Tablet Arm Chair	289		
Shorthand Note Books, Loose Leaf	29	Tablets, Ruled	103	<b>W</b>	
Show Card, Ink	153	Tabulating Pads	103	Wallets, Pocket	117, 178, 179
Show Card, Pens	140	Tacks, Map	112	Warrants, Treasurers	99
Signals, Gummed	124	Tacks, Thumb	157	Waste Baskets	168
Signals, Steel	97	Tag Fasteners, Deadlock	124	Water Coolers	106
Signs, Bank Closed	196	Tags, Key	121	Wax Craft Outfits	127
Signs, For Sale	196	Tags, Merchandise	121	Wax, Letter	127
Sign Markers	104, 195	Tags, Metal Rim	121	Wax, Sealing	165
Signs, Office, Desk and Door	196	Tags, Parcel Post	124	Wax Seals	165
Simplified Accounting System	70, 71	Tags, Shipping	124	Wax Stencil, Neostyle	199
Sketching Paper and Supplies	204-206	Tags, String	121	Wedding Stationery	120
Smead Bandless Envelope	118	Tamperproof Envelopes	114	Weigh Book, Mines	95
Smith Index Tags	97	Tape, Adhesive, for Moisteners	105	Weighers' Scale Books	90
Smith's Steel Signals	126	Tape, Adhesive, Mending	125	Weights, Paper	150
Sold Tags	200	Tape, Pink	201	White Ink	153
Sorter, Check	126	Tape, Wrapping	105	Window Envelopes	111, 115
Special Sale Tags	126	Tape Measures	294	Wire Letter Trays	169
Specification Covers, L. L.	20	Tape Moisteners	105	Work Organizers	206
Speed Ball Lettering Pens	140	Telephone Brackets	171	Wrappers, Coin	171, 173
Sputtoons	181	Telephone Glass Mouthpiece	171	Wrapping, Corrugated Lining	105
Sponge Cups	151	Telephone Index	171	Wrapping Paper	105
Sponges	151	Telephone Memo Attachment	171	Wrapping Paper Cutters	105
Stamp Boxes	177	Tellers' Cash Books	54	Wrapping Tape	105
Stamp Holders	185	Tongwall Binders	56	Wrapping Twine	105
Stamp Pads	185	Thumb Tacks	157	Writing Inks and Fluid	152, 154
Stands, Office, Steel	277	Ticket Dater	197		
Staples and Machines	102	Ticket Hooks	202		

## INFORMATION ABOUT THE PARCEL POST

We will use the Parcel Post whenever we can save money for our customers, charging the postage on the invoices.

We will insure all packages over \$1.00 value unless instructed not to do so. This is done to protect the customer, as the Government assumes no liability for delivery of Parcel Post packages in the open mail. The charge for insuring is 5 cents for value not exceeding \$5.00; 8 cents, value not exceeding \$25.00; 10 cents, value not exceeding \$50.00; 25 cents, value not exceeding \$100.00, which will be added to the bill. Packages valued at \$1.00 or less will not be insured unless specially requested.

### COLLECT ON DELIVERY SERVICE

**Fees and Conditions**—Parcels of fourth-class (parcel post) matter, may be sent C. O. D. on payment of a fee of 12 cents in addition to the postage when the amount to be remitted to the sender does not exceed \$10.00; or on payment of a fee of 15 cents when the amount remitted does not exceed \$50.00; or on payment of a fee of 25 cents when the amount to be remitted does not exceed \$100.00. Parcels on which the remittance is \$50.00 or

less but on which, because of the value of the inclosure, insurance exceeding \$50.00 is desired, may have a 25 cent fee paid, at the option of the sender. Both postage and fee must be prepaid.

Weight in pounds	Distances given are from this city.								
	Local	1st Zone Up to 50 miles	2d Zone 50 to 150 miles	3d Zone 150 to 300 miles	4th Zone 300 to 600 miles	5th Zone 600 to 1000 miles	6th Zone 1000 to 1400 miles	7th Zone 1400 to 1800 miles	8th Zone Over 1800 miles
1	\$0.05	\$0.05	\$0.05	\$0.06	\$0.07	\$0.08	\$0.09	\$0.11	\$0.12
2	.06	.06	.06	.08	.11	.14	.17	.21	.24
3	.06	.07	.07	.10	.15	.20	.25	.31	.36
4	.07	.08	.08	.12	.19	.26	.33	.41	.48
5	.07	.09	.09	.14	.23	.32	.41	.51	.60
6	.08	.10	.10	.16	.27	.38	.49	.61	.72
7	.08	.11	.11	.18	.31	.44	.57	.71	.84
8	.09	.12	.12	.20	.35	.50	.65	.81	.96
9	.09	.13	.13	.22	.39	.56	.73	.91	1.08
10	.10	.14	.14	.24	.43	.62	.81	1.01	1.20
11	.10	.15	.15	.26	.47	.68	.89	1.11	1.32
12	.11	.16	.16	.28	.51	.74	.97	1.21	1.44
13	.11	.17	.17	.30	.55	.80	1.05	1.31	1.56
14	.12	.18	.18	.32	.59	.86	1.13	1.41	1.68
15	.12	.19	.19	.34	.63	.92	1.21	1.51	1.80
16	.13	.20	.20	.36	.67	.98	1.29	1.61	1.92
17	.13	.21	.21	.38	.71	1.04	1.37	1.71	2.04
18	.14	.22	.22	.40	.75	1.10	1.45	1.81	2.16
19	.14	.23	.23	.42	.79	1.16	1.53	1.91	2.28
20	.15	.24	.24	.44	.83	1.22	1.61	2.01	2.40
21	.15	.25	.25	.46	.87	1.28	1.69	2.11	2.52
22	.16	.26	.26	.48	.91	1.34	1.77	2.21	2.64
23	.16	.27	.27	.50	.95	1.40	1.85	2.31	2.76
24	.17	.28	.28	.52	.99	1.46	1.93	2.41	2.88
25	.17	.29	.29	.54	1.03	1.52	2.01	2.51	3.00
26	.18	.30	.30	.56	1.07	1.58	2.09	2.61	3.12
27	.18	.31	.31	.58	1.11	1.64	2.17	2.71	3.24
28	.19	.32	.32	.60	1.15	1.70	2.25	2.81	3.36
29	.19	.33	.33	.62	1.19	1.76	2.33	2.91	3.48
30	.20	.34	.34	.64	1.23	1.82	2.41	3.01	3.60
31	.20	.35	.35	.66	1.27	1.88	2.49	3.11	3.72
32	.21	.36	.36	.68	1.31	1.94	2.57	3.21	3.84
33	.21	.37	.37	.70	1.35	2.00	2.65	3.31	3.96
34	.22	.38	.38	.72	1.39	2.06	2.73	3.41	4.08
35	.22	.39	.39	.74	1.43	2.12	2.81	3.51	4.20
36	.23	.40	.40	.76	1.47	2.18	2.89	3.61	4.32
37	.23	.41	.41	.78	1.51	2.24	2.97	3.71	4.44
38	.24	.42	.42	.80	1.55	2.30	3.05	3.81	4.56
39	.24	.43	.43	.82	1.59	2.36	3.13	3.91	4.68
40	.25	.44	.44	.84	1.63	2.42	3.21	4.01	4.80
41	.25	.45	.45	.86	1.67	2.48	3.29	4.11	4.92
42	.26	.46	.46	.88	1.71	2.54	3.37	4.21	5.04
43	.26	.47	.47	.90	1.75	2.60	3.45	4.31	5.16
44	.27	.48	.48	.92	1.79	2.66	3.53	4.41	5.28
45	.27	.49	.49	.94	1.83	2.72	3.61	4.51	5.40
46	.28	.50	.50	.96	1.87	2.78	3.69	4.61	5.52
47	.28	.51	.51	.98	1.91	2.84	3.77	4.71	5.64
48	.29	.52	.52	1.00	1.95	2.90	3.85	4.81	5.76
49	.29	.53	.53	1.02	1.99	2.96	3.93	4.91	5.88
50	.30	.54	.54	1.04	2.03	3.02	4.01	5.01	6.00
51	.30	.55	.55	1.06					
52	.31	.56	.56	1.08					
53	.31	.57	.57	1.10					
54	.32	.58	.58	1.12					
55	.32	.59	.59	1.14					
56	.33	.60	.60	1.16					
57	.33	.61	.61	1.18					
58	.34	.62	.62	1.20					
59	.34	.63	.63	1.22					
60	.35	.64	.64	1.24					
61	.35	.65	.65	1.26					
62	.36	.66	.66	1.28					
63	.36	.67	.67	1.30					
64	.37	.68	.68	1.32					
65	.37	.69	.69	1.34					
66	.38	.70	.70	1.36					
67	.38	.71	.71	1.38					
68	.39	.72	.72	1.40					
69	.39	.73	.73	1.42					
70	.40	.74	.74	1.44					

**NOTE:**—The rate for local delivery shall apply to all parcels mailed at a post office from which a rural route starts, for delivery on such route, or mailed at any point on such route for delivery for any other point thereon; or at the office from which the route starts, or on any rural route starting therefrom, and on all matter mailed at any city carrier office, or at any point within its delivery limits, for delivery by carrier from that office, or at any office for local delivery.

A Service Charge of two cents per package—Regardless of Zone, Weight or Size—in addition to the Regular Zone Postage Charges must be added to this table of rates.

### MAILING RATES AND WEIGHTS ARE AS FOLLOWS:

Parcels of merchandise weighing 4 ounces or less, 1 cent for each ounce or fraction thereof, any distance.

Parcels weighing 70 lbs. carried in 1st, 2nd, and 3rd zones only—see Rate Table.

Parcels weighing 50 lbs. carried anywhere in the United States or its Possessions—see Rate Table.

Fractions of a pound are considered as a full pound.

**Limit of Size.** Parcel Post matter may not exceed 84 inches in length and girth combined. In measuring a parcel the greatest distance in a straight line between the ends (but not around the parcel) is taken as its length, while the distance around the parcel at its thickest part is taken as its girth. For example, a parcel 35 inches long, 10 inches wide, and 5 inches high measures 65 inches in length and girth combined.

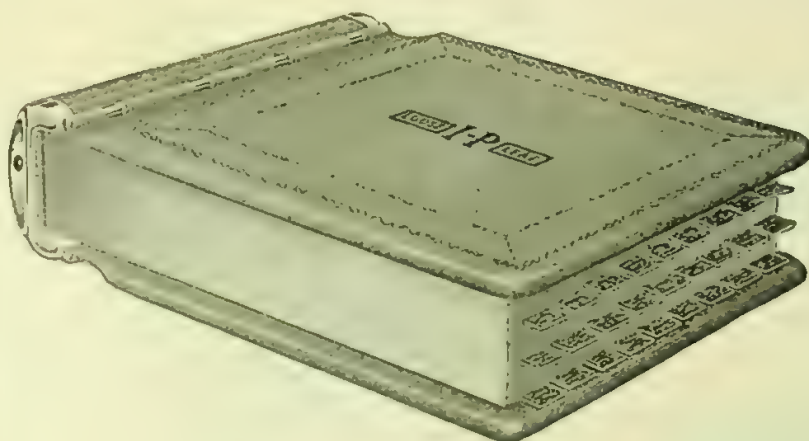
**Name and Address of Sender.** A parcel may not be accepted for mailing unless it bears the name and address of the sender, which should be preceded by the word "From."

Alaska, Hawaiian Islands, Canada, Cuba, Mexico, etc. The eighth zone rate of 12 cents for each pound or fraction thereof on all parcels weighing more than 4 ounces, applies (1) between the United States and the Hawaiian Islands; (2) between the United States and its postal agency at Shanghai, China; (3) between any two points in Alaska and between any point in Alaska and any other point in the United States; (4) between the United States and the Canal Zone; (5) between the United States and the Philippine Islands; (7) between the United States and its naval vessels stationed in foreign waters.

The rate of 12 cents for each pound or fraction thereof also applies to fourth class (excepting books and other printed matter on which the rate is 1 cent for each two ounces or fraction thereof in all cases), weighing more than 4 ounces and not exceeding 4 pounds 6 ounces, when mailed to Canada, Mexico, Cuba and the Republic of Panama. (Parcels weighing up to 20 pounds may be sent to Mexico and the Republic of Panama as foreign parcel post mail under the parcel post conventions with those countries.)

**SPECIAL HANDLING CHARGE:** For the addition of 25 cents to the Parcel Post Rate, regardless of weight of package or zone, any package will receive Preferred Service equivalent in speed and delivery to first class mail.

## CLASS M LEDGER BINDERS.



**Mechanism.** The frame is of pressed steel. All metal parts, including posts, end casings, locking bars, etc., are welded together by electricity. Stock binders have four  $\frac{1}{4}$ -inch diameter telescoping posts, set as per schedule in table below.

**Binding.** Bound in the best quality of genuine imported Pigskin, blind tooled.

**Capacity.** Made with  $1\frac{1}{4}$ ,  $2\frac{1}{4}$  and 3-inch backs, expanding 100 per cent. The  $1\frac{1}{4}$ -inch will carry from 200 to 450 sheets, the  $2\frac{1}{4}$ -inch from 400 to 700 sheets, and the 3-inch back from 550 to 800 sheets, of medium weight ledger paper.

## LIST OF STOCK SIZES.

Sheet Size	Post Centers		1 $\frac{1}{4}$ -in.	2 $\frac{1}{4}$ -in.	3-in.
	Outside	Inside	Back Cover No.	Back Cover No.	Back Cover No.
5 $\frac{1}{2}$ x 10 $\frac{1}{2}$	6 $\frac{3}{4}$	2 $\frac{1}{4}$	6104	6204	6304
8 $\frac{1}{2}$ x 14	6 $\frac{3}{4}$	2 $\frac{1}{4}$	6110	6210	6310
9 $\frac{1}{2}$ x 11	7 $\frac{1}{4}$	2 $\frac{3}{4}$	6113	6213	6313
9 $\frac{1}{2}$ x 11 $\frac{1}{2}$	7 $\frac{1}{4}$	2 $\frac{3}{4}$	6117	6217	6317
11 x 11	8 $\frac{1}{4}$	2 $\frac{3}{4}$	6127	6227	6327
11 x 11 $\frac{1}{2}$	8 $\frac{1}{4}$	2 $\frac{3}{4}$	6130	6230	6330
11 $\frac{1}{2}$ x 11 $\frac{1}{2}$	8 $\frac{1}{4}$	2 $\frac{3}{4}$	6133	6233	6333
12 $\frac{1}{2}$ x 16 $\frac{1}{2}$	10 $\frac{1}{4}$	3 $\frac{1}{4}$	6138	6238	6338

Special Sizes made to order.

## COMPLETE CLASS M LEDGER OUTFITS.

Outfit No.	Sheet Size	Consists of
C-6117	9 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class M Current Binder No. 6117. 200 Ledger Leaves. 1 27 Sub-division Index, Pigskin Tabs.
C-6217	9 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class M Current Binder No. 6217. 400 Ledger Leaves. 1 27 Sub-division Index, Pigskin Tabs.
C-6133	11 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class M Current Binder No. 6133. 200 Ledger Leaves. 1 27 Sub-division Index, Pigskin Tabs.
C-6233	11 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class M Current Binder No. 6233. 400 Ledger Leaves. 1 27 Sub-division Index, Pigskin Tabs.

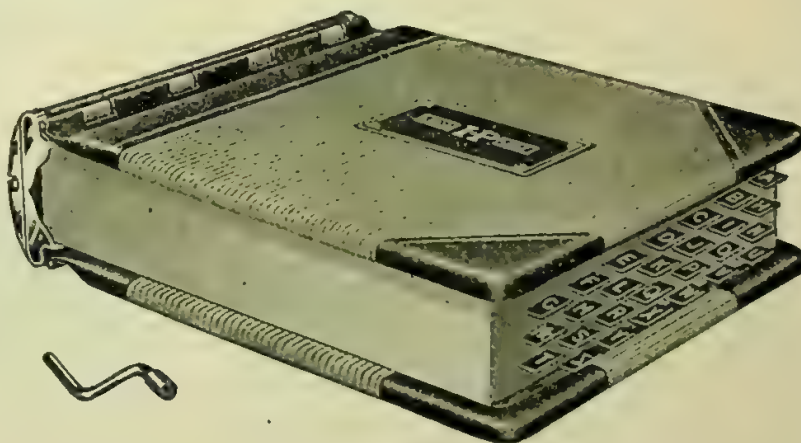
**Sheets.** Your choice of any of the stock forms of ledger leaves carried in above sizes shown on other pages. Form 5 furnished unless otherwise stated.

## CLASS K LEDGER BINDERS.

## SCREW LOCK STEEL BACK METALS.

**Construction.** Pressed rolled steel case electrically welded throughout. Expansion controlled by toggle movement of right and left operating screw, securing direct pressure on the sheets at the binding edge.

**Binding.** The covers are made of heavy, well-seasoned binder board, insuring against warping. The corners are nicely rounded and the edges beveled. Bound in the best quality of red cross grain cowhide back and corners, gold tooled, with corduroy sides.



## LIST OF STOCK SIZES.

Size of Sheet	Post Centers		1 $\frac{1}{4}$ -in.	2 $\frac{1}{4}$ -in.	3-in.
	Outside	Inside	Back Cover No.	Back Cover No.	Back Cover No.
8 $\frac{1}{2}$ x 10 $\frac{1}{4}$	6 $\frac{3}{4}$	2 $\frac{1}{4}$	13104	13204	13304
8 $\frac{1}{2}$ x 14	6 $\frac{3}{4}$	2 $\frac{1}{4}$	13110	13210	13310
9 $\frac{1}{2}$ x 11	7 $\frac{1}{4}$	2 $\frac{3}{4}$	13113	13213	13313
9 $\frac{1}{2}$ x 11 $\frac{1}{4}$	7 $\frac{1}{4}$	2 $\frac{3}{4}$	13117	13217	13317
11 x 11	8 $\frac{1}{4}$	2 $\frac{3}{4}$	13127	13227	13327
11 x 14	8 $\frac{1}{4}$	2 $\frac{3}{4}$	13130	13230	13330
11 $\frac{1}{2}$ x 11 $\frac{1}{4}$	8 $\frac{1}{4}$	2 $\frac{3}{4}$	13133	13233	13333
13 $\frac{1}{2}$ x 16 $\frac{1}{4}$	10 $\frac{1}{4}$	3 $\frac{1}{4}$	13138	13238	13338

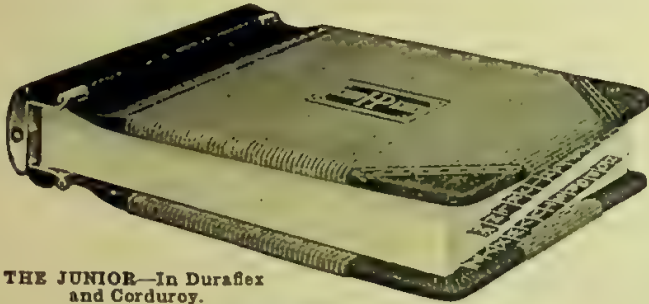
Special Sizes made to order.

## COMPLETE CLASS K LEDGER OUTFITS.

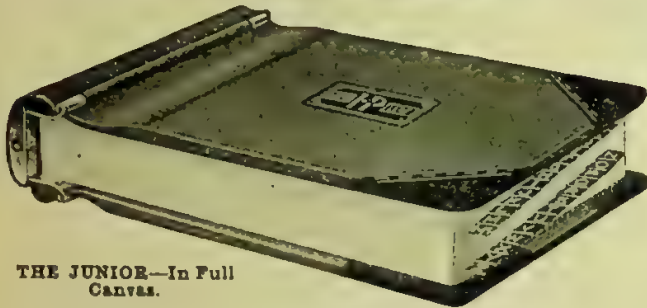
Outfit No.	Sheet Size	Consists of
C-13217	9 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class K Current Binder No. 13217. 400 Ledger Leaves. 1 27 Sub-division Index, Leather Tabs.
C-13233	11 $\frac{1}{2}$ x 11 $\frac{1}{4}$	1 Class K Current Binder No. 13233. 400 Ledger Leaves. 1 27 Sub-division Index, Leather Tabs.

**Sheets.** Your choice of any of the stock forms of ledger leaves carried in above sizes shown on other pages. Form 5 furnished unless otherwise stated.

## JUNIOR LEDGER OUTFITS AND BINDERS.



THE JUNIOR—In Duraflex and Corduroy.



THE JUNIOR—In Full Canvas.

The Junior Ledger makes a practical low priced outfit which fills every requirement of the small business.

**Mechanism.** Consists of an electrically welded steel case with a simple positive locking mechanism comprised of two rotating discs operated by a fast moving screw. Made only with four  $\frac{1}{4}$ -inch posts, standard spacing.

**Capacity.** Made with  $1\frac{1}{4}$  and  $2\frac{1}{4}$ -inch backs, expanding 80 per cent. The  $1\frac{1}{4}$ -inch back carries 200 to 400 sheets and the  $2\frac{1}{4}$ -inch back from 400 to 650 sheets of medium weight ledger paper.

**Binding.** Two kinds:—Levant grain Duraflex back and corners, Corduroy Sides and Full Canvas, with Leather corners.

**Sheets.** Ruled and printed on a medium quality of ledger paper. See No. 2 Grade Ledger Leaves listed on another page.

**Sheets in Outfits.** Your choice of any of the stock forms of ledger leaves carried in correct size shown on other pages. Form 5 furnished unless otherwise stated.

### In Duraflex and Corduroy. LIST OF STOCK SIZES.

Sheet Size	Post Centers Outside	Inside	Capacity	Cover No.	Indexes Len. Tabs
$7\frac{1}{2} \times 10\frac{3}{4}$	$6\frac{3}{4}$	$2\frac{1}{4}$	$1\frac{1}{4}$	2007	1007
$9\frac{1}{4} \times 11\frac{1}{4}$	$7\frac{1}{4}$	$2\frac{1}{4}$	$1\frac{1}{4}$	2017	1017
$9\frac{1}{4} \times 11\frac{1}{4}$	$7\frac{1}{4}$	$2\frac{1}{4}$	$2\frac{1}{4}$	2217	1017
$11\frac{1}{4} \times 11\frac{1}{4}$	$8\frac{1}{4}$	$2\frac{1}{4}$	$2\frac{1}{4}$	2233	1033

### COMPLETE OUTFITS.

Outfit No.	Sheet Size	Consists of
C-2007	$7\frac{1}{2} \times 10\frac{3}{4}$	1 Junior Binder in Duraflex and Corduroy. 200 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-2017	$9\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Duraflex and Corduroy. 200 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-2217	$9\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Duraflex and Corduroy. 400 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-2233	$11\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Duraflex and Corduroy. 400 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.

### In Full Canvas. LIST OF STOCK SIZES.

Sheet Size	Post Centers Outside	Inside	Capacity	Cover No.	Indexes Len. Tabs
$7\frac{1}{2} \times 10\frac{3}{4}$	$6\frac{3}{4}$	$2\frac{1}{4}$	$1\frac{1}{4}$	1007	1007
$9\frac{1}{4} \times 11\frac{1}{4}$	$7\frac{1}{4}$	$2\frac{1}{4}$	$1\frac{1}{4}$	1017	1017
$9\frac{1}{4} \times 11\frac{1}{4}$	$7\frac{1}{4}$	$2\frac{1}{4}$	$2\frac{1}{4}$	1217	1017
$11\frac{1}{4} \times 11\frac{1}{4}$	$8\frac{1}{4}$	$2\frac{1}{4}$	$2\frac{1}{4}$	1233	1033

### COMPLETE OUTFITS.

Outfit No.	Sheet Size	Consists of
C-1007	$7\frac{1}{2} \times 10\frac{3}{4}$	1 Junior Binder in Full Canvas. 200 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-1017	$9\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Full Canvas. 200 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-1217	$9\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Full Canvas. 400 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.
C-1233	$11\frac{1}{4} \times 11\frac{1}{4}$	1 Junior Binder in Full Canvas. 400 Junior Ledger Leaves. 1 Leather Tabbed A-Z Index.

## THE LEDGERette.

The LEDGERette is a compact ledger outfit designed to meet the universal demand for an inexpensive ledger.

**Binding.** Full bound in durable black imitation leather. Metal part including back completely covered. Small end caps nickel plated. New style metal hinge.

**Mechanism.** Telescoping back plates, with four  $\frac{1}{4}$ -inch posts. Full 90 per cent expansion.

**Keyless Lock.** Positive in action. Released by moving two small levers at ends of binder.

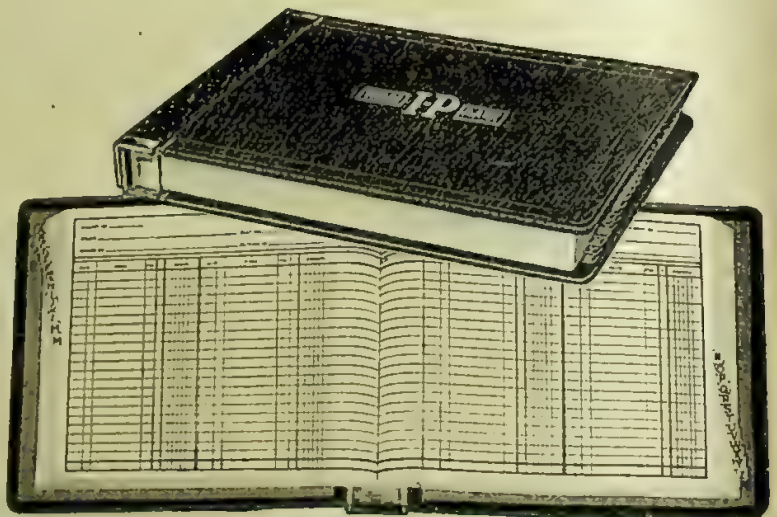
**Sheets.** Medium grade ledger stock, lithographed in green ink, with good writing and erasing surface.

LEDGERette sheets carried only in Form 5. If other forms are required, see list of ruled and printed Ledger Sheets on other pages, which are made of a better grade of paper and carry a higher price.

**Indexes.** Linen Tabs, straight A-Z. (Unruled Sheets.)

### LIST OF STOCK SIZES.

Cover No.	Size of Sheet	Post Centers Inside	Outside	Indexes Index No.
0107	$7\frac{1}{2} \times 10\frac{3}{4}$	$2\frac{1}{4}$	$6\frac{3}{4}$	0107
0117	$9\frac{1}{4} \times 11\frac{1}{4}$	$2\frac{1}{4}$	$7\frac{1}{4}$	0117



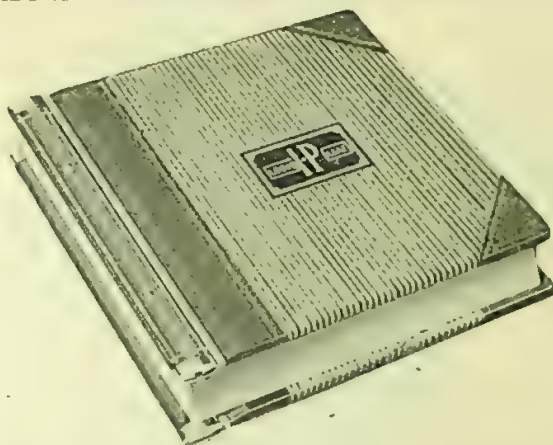
### COMPLETE LEDGERette OUTFITS.

Outfit No.	Sheet Size	Consists of
O-0107	$7\frac{1}{2} \times 10\frac{3}{4}$	1 LEDGERette Binder No. 0107. 200 Sheets. 1 Linen Tabbed A-Z Index.
O-0117	$9\frac{1}{4} \times 11\frac{1}{4}$	1 LEDGERette Binder No. 0117. 200 Sheets. 1 Linen Tabbed A-Z Index.

We can furnish engraved stationery to meet the most exacting tastes.

## SECTIONAL POST BINDERS.

## CLASS E—ENDLOCK SECTIONAL POST BINDERS.

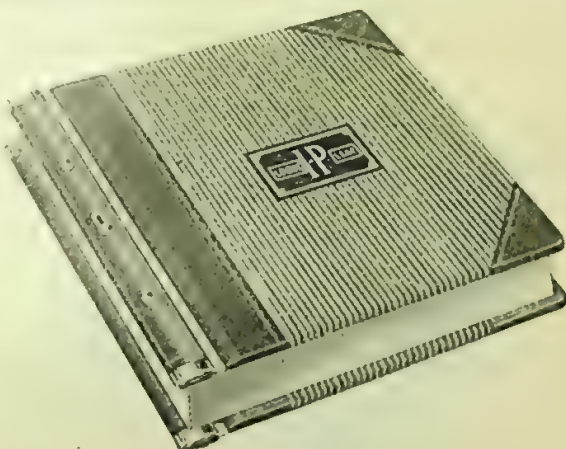


## PIANO HINGES.

**Binding**—Highest grade of red cross-grain cowhide back and corners, tan colored corduroy sides. Heavy beveled boards.

**Mechanism**—Oval shaped steel tubing with nickel plated end caps which securely clinch the binding material to the tubing. Durable and positive key lock mechanism. Furnished with sufficient post sections to provide 4-inch capacity.

## CLASS F—TOPLOCK SECTIONAL POST BINDERS.



## PIANO HINGES.

**Binding**—Highest grade of red cross-grain cowhide back and corners, tan colored corduroy sides. Heavy beveled boards.

**Mechanism**—Oval shaped steel tubing with nickel plated end caps which securely clinch the binding material to the tubing. The locking mechanism, which is simple and positive in action, is operated by a slide button. No key is necessary. Furnished with sufficient post sections to provide 4-inch capacity.

LIST OF STOCK SIZES  
With Two 3/4-Inch Diameter Posts.

Class E No.	Class F No.	Size of Sheet	Centers	Leather Tabs Index No.	Linen Tabs Index No.
5002	5202	6 x 9 1/4	3 1/4	L-02	C-02
5003	5203	7 x 11	4 1/4	L-03	C-03
5005	5205	8 1/2 x 11	4 1/4	L-05	C-05
5009	5209	8 1/2 x 14	4 1/4	LR-09	CR-09
*5014	*5214	9 1/2 x 11 1/4	4 1/4	LR-14	CR-14
*5015	*5215	9 1/2 x 11 1/4	5 1/4	LR-15	CR-15
5025	5225	11 x 8 1/2	7	L-25	C-25
5026	5226	11 x 11	7	LR-26	CR-26
5029	5229	11 x 14	7	LR-29	CR-29
5051	5251	11 x 17	7	L-51	CR-51
5032	5232	11 1/2 x 11 1/4	7	LR-32	CR-32
5043	5243	14 x 17	9 1/4	.....	.....
*5046	*5246	16 x 14	11 1/4	L-46	.....

## With Two 1/2-Inch Diameter Posts.

Class E No.	Class F No.	Size of Sheet	Centers	Leather Tabs Index No.	Linen Tabs Index No.
5510	.....	8 1/2 x 14	6 1/4	LA-10	CR-10
*5513	.....	9 1/2 x 11	7 1/4	LA-13	CR-13
5517	5717	9 1/2 x 11 1/4	7 1/4	LA-17	CR-17
*5527	*5727	11 x 11	8 1/4	LA-27	CR-27
5530	5730	11 x 14	8 1/4	LA-30	CR-30
5533	5733	11 1/2 x 11 1/4	8 1/4	LA-33	CR-33
*5538	*5738	13 1/2 x 10 1/4	10 1/4	LR-38	.....
.....	5760	11 x 17	8 1/4	.....	.....
.....	5761	13 1/2 x 12	10 1/4	.....	.....

\*Not carried in stock, but made on order at stock prices.

## CLASS O—TOPLOCK SECTIONAL POST BINDERS.



## PIANO HINGES.

**Binding**—Heavy weight army duck, doubled and twisted threads, with leather corners. Heavy, well seasoned binder board.

**Mechanism**—Oval shaped steel tubing with nickel plated end caps securely clinch the binding material to the tubing. The locking mechanism, which is simple and positive in action, is operated by a slide button. No key is necessary. Furnished with sufficient post sections to provide 4-inch capacity.

LIST OF STOCK SIZES  
With Two 3/4-Inch Diameter Posts.

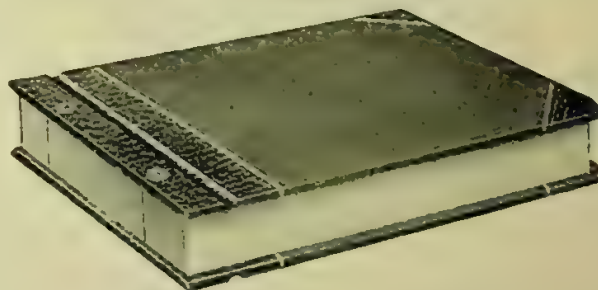
Class O No.	Size of Sheet	Centers	Leather Tabs Index No.	Indexes 27 Sub-Division Linen Tabs Index No.
5900	6 x 9 1/4	2 1/4	L-00	C-00
5903	7 x 11	4 1/4	L-03	C-03
5905	8 1/2 x 11	4 1/4	L-05	C-05
5909	8 1/2 x 14	4 1/4	LR-09	CR-09
5925	11 x 8 1/2	7	L-25	C-25
5926	11 x 11	7	LR-26	CR-26
5929	11 x 14	7	LR-29	CR-29
5951	11 x 17	7	L-51	CR-51
5932	11 1/2 x 11 1/4	7	LR-32	CR-32
5953	14 x 17	9	L-53	.....

## With Two 1/2-Inch Diameter Posts.

Class O No.	Size of Sheet	Centers	Leather Tabs Index No.	Indexes 27 Sub-Division Linen Tabs Index No.
5817	9 1/2 x 11 1/4	7 1/4	LA-17	CR-17
5830	11 x 14	8 1/4	LA-30	CR-30
5860	11 x 17	8 1/4	L-60	CR-60
*5833	11 1/2 x 11 1/4	8 1/4	LA-33	CR-33

\*Not carried in stock, but made on order at stock prices.

## CLASS W—COLUMNAR BINDER.



This Binder was designed especially for use with Columnar Forms and other similar records where less than 100 sheets are carried in the binder at one time.

**Binding**—High-grade Imitation Leather back and corners, with binder cloth sides.

**Mechanism**—Two flat metal plates with base posts securely riveted to lower plate. Minimum capacity 1/2-inch. Can be built up by adding 1/2-inch post sections.

Cover No.	Size of Sheet	Dia. of Posts and Centers	Leather Tabs Index No.	Indexes 27 Division Linen Tabs Index No.
3617	9 1/2 x 11 1/4	2-1/8-7 1/4	LA-17	CR-17
3630	11 x 14	2-1/8-8 1/4	LA-30	CR-30
3660	11 x 17	2-1/8-8 1/4	*L-60	.....
3709	8 1/2 x 14	2-3/4-1 1/4	*LR-09	*CR-09
3749	11 x 14	2-3/4-7	*LR-29	*CR-29
3732	11 1/2 x 11 1/4	2-3/4-7	*LR-32	*CR-32

\*Straight A-Z. All indexes indicated by (\*) are Straight A-Z with Tab Me included.

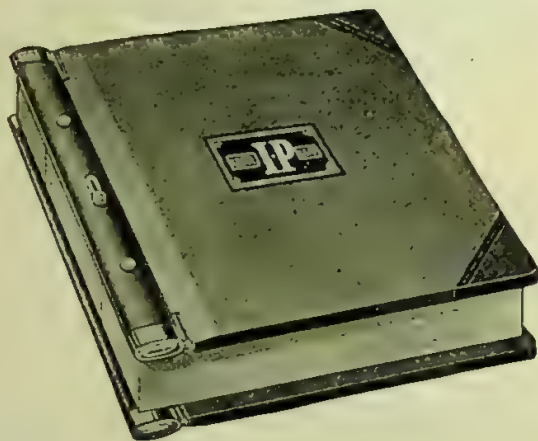
## SECTIONAL POST BINDERS.

## CLASS MC—ENDLOCK SECTIONAL POST BINDER.



Binding. Heavy weight olive colored army duck, doubled and twisted threads, corners of red cowhide, blind tooled. Heavy single binder board with rounded corners, metal hinges.

## CLASS MD—TOPLOCK SECTIONAL POST BINDER.



Mechanism. Oval shaped steel tubing with nickel plated end caps. No key is necessary. Furnished with post sections to provide 4-inch capacity.

## LIST OF STOCK SIZES.

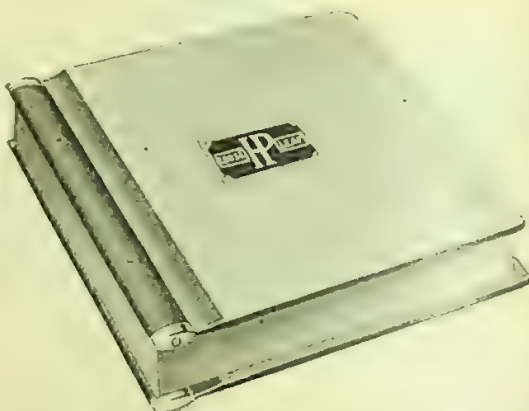
## With Two 3/4-Inch Diameter Posts.

Cover Numbers	Class	Size of Sheet	Centers	Indexes 27 Sub-Div.
Class MC	Class MD			Leather Tabs L-00 to L-54
M-4000	M-4200	6 x 9 1/4	2 3/4	L-00 C-00
M-4002	M-4202	6 x 9 1/2	3 1/4	L-02 C-02
M-4003	M-4203	7 x 11	4 1/4	L-03 C-03
M-4005	M-4205	8 1/2 x 11	4 1/4	L-05 C-05
M-4009	M-4209	8 1/2 x 14	4 1/4	LR-09 CR-09
M-4014	M-4214	9 1/2 x 11 1/2	4 1/4	LR-14
M-4015	M-4215	9 1/2 x 11 1/2	5 1/4	LR-15 CR-15
M-4020	M-4220	9 1/2 x 12	4 1/4	L-20
M-4025	M-4225	11 x 8 1/2	7	L-25 C-25
M-4026	M-4226	11 x 11	7	LR-26 CR-26
M-4029	M-4229	11 x 14	7	LR-29 CR-29
M-4051	M-4251	11 x 17	7	L-51
M-4032	M-4232	11 1/2 x 11 1/2	7	LR-32 CR-32
M-4036	M-4236	12 x 9 1/2	7	L-36
M-4040	M-4240	14 x 11	7	L-40
	M-4241	14 x 11	9 1/4	L-41
M-4043	M-4243	14 x 17	7	L-52
M-4052	M-4252	14 x 17	7	L-53
M-4053	M-4253	14 x 17	9	L-54
M-4045	M-4245	16 x 10 1/2	11 1/4	L-45
M-4046	M-4246	16 x 14	11 1/4	L-46
M-4048	M-4248	17 x 14	12 1/4	
M-4054	M-4254	17 x 14	12	

## With Two 1-Inch Diameter Posts.

Cover Numbers	Class	Size of Sheet	Centers	Indexes 27 Sub-Div.
Class MC	Class MD			Leather Tabs L-00 to L-54
M-4507	M-4704	7 1/2 x 10 1/4	6 3/4	L-07 C-07
M-4504	M-4704	8 1/2 x 10 1/2	6 3/4	LA-04 CR-04
M-4506	M-4706	8 1/2 x 11	6 3/4	L-06
M-4510	M-4710	8 1/2 x 14	8 1/4	LA-10 CR-10
M-4513	M-4713	9 1/2 x 11	7 1/4	LA-13 CR-13
M-4517	M-4717	9 1/2 x 11 1/2	7 1/4	LA-17 CR-17
M-4518	M-4718	9 1/2 x 14	7 1/4	L-18
M-4527	M-4727	11 x 11	8 1/4	LA-27 CR-27
M-4530	M-4730	11 x 14	8 1/4	LA-30 CR-30
M-4560	M-4760	11 x 17	8 1/4	L-60
M-4533	M-4733	11 1/2 x 11 1/2	8 1/4	LA-33 CR-33
M-4535	M-4735	13 1/2 x 16 1/2	10 1/4	LR-35

## CLASS MGE-ENDLOCK SECTIONAL POST BINDERS.



Binding. Medium weight olive colored army duck. Medium weight binder board with rounded corners. Metal hinges.

Mechanism Class M. G. E. Oval shaped steel tubing with nickel plated end caps which fit over the binding material. Durable and positive key lock mechanism. Furnished with sufficient post sections to provide 4-inch capacity.

## CLASS MGT-TOPLOCK SECTIONAL POST BINDERS.



Mechanism Class M. G. T. Oval shaped steel tubing with nickel plated end caps which fit over the binding material. The locking mechanism, which is simple and positive in action, is operated by a slide button. No key is necessary. Furnished with sufficient post sections to provide 4-inch capacity.

## LIST OF STOCK SIZES.

## With Two 3/4-Inch Diameter Posts.

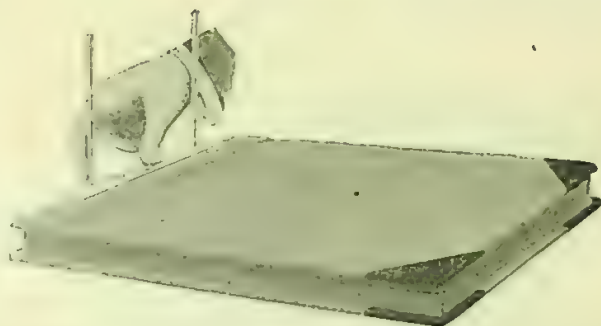
Class M. G. E.	Class M. G. T.	Size of Sheet	Centers	Indexes 27 Sub-Div.
No.	No.			Leather Tabs L-00 to L-54
M-7000	M-7200	6 x 9 1/4	2 3/4	L-00 C-00
M-7003	M-7203	7 x 11	4 1/4	L-03 C-03
M-7005	M-7205	8 1/2 x 11	4 1/4	L-05 C-05
M-7009	M-7209	8 1/2 x 14	4 1/4	LR-09 CR-09
M-7020	M-7220	9 1/2 x 12	4 1/4	L-20
M-7025	M-7225	11 x 8 1/2	7	L-25 C-25
M-7026	M-7226	11 x 11	7	LR-26 CR-26
M-7029	M-7229	11 x 14	7	LR-29 CR-29
M-7051	M-7251	11 x 17	7	L-51
M-7053	M-7253	14 x 17	9	L-53

## With Two 1-Inch Diameter Posts.

Class M. G. E.	Class M. G. T.	Size of Sheet	Centers	Indexes 27 Sub-Div.
No.	No.			Leather Tabs L-00 to L-54
M-7510	M-7710	8 1/2 x 14	6 3/4	LA-10 CR-10
M-7517	M-7717	9 1/2 x 11 1/2	7 1/4	LA-17 CR-17
M-7532	M-7733	11 1/2 x 11 1/2	8 1/4	LA-33 CR-33
M-7530	M-7730	11 x 14	8 1/4	LA-30 CR-30
M-7560	M-7760	11 x 17	8 1/4	L-60

We are able to quote attractive mill prices on large envelope orders

## LOOSE-LEAF TRANSFER BINDERS.



**CLASS J (Solid Post) AND CLASS L (Sectional Post) BINDERS.**

**For Current Use.**

### 3-16-Inch Solid or Sectional Posts.

**Binding**—Medium-weight army duck, doubled and twisted threads, over well seasoned binders boards. Rounded corners of red cowhide.

**Mechanism**—An ingenious slide button device which instantly locks or releases the roller clutch locks, operating against both posts with equal pressure. The locks are slotted so that the top cover can be removed without lifting it over the posts.

**Posts**—Class J Binders have two  $\frac{1}{4}$ -inch diameter solid posts, six inches high. Class L Binders have two  $\frac{1}{4}$ -inch sectional posts, sufficient post sections being furnished to provide a capacity of four inches.

**Special Binders**—Made promptly on order in any size, but only with 2 $\frac{1}{2}$ , 4 $\frac{1}{2}$ , 7 and 8 $\frac{1}{2}$  inches between post centers.

### LIST OF STOCK SIZES.

#### Class J—Solid Posts.

#### Class L—Sectional Posts.

CLASS J INDEXES		Sheet Size	CLASS L	
Cover No.	Price Each	Binding Side First	Post Centers	Cover No. Price Each
435	435	5 $\frac{1}{2}$ x 8 $\frac{1}{2}$	2 $\frac{1}{2}$	535
436	436	5 $\frac{1}{2}$ x 11	2 $\frac{1}{2}$	536
437	437	6 x 9 $\frac{1}{2}$	2 $\frac{1}{2}$	537
438	438	6 x 12	2 $\frac{1}{2}$	538
439	439	7 x 8 $\frac{1}{2}$	4 $\frac{1}{2}$	539
439-S	....	7 x 8 $\frac{1}{2}$	2 $\frac{1}{2}$	539-S
*439-A	....	7 x 11	4 $\frac{1}{2}$	*539-A
440	440	8 $\frac{1}{2}$ x 11	4 $\frac{1}{2}$	540
440-A	440-A	8 $\frac{1}{2}$ x 11	2 $\frac{1}{2}$	540-A
440-S	440-S	11 x 8 $\frac{1}{2}$	7	540-S
441	441	8 $\frac{1}{2}$ x 14	4 $\frac{1}{2}$	541
441-A	441-A	8 $\frac{1}{2}$ x 14	2 $\frac{1}{2}$	541-A
441-S	441-S	14 x 8 $\frac{1}{2}$	7	541-S
442	442	9 $\frac{1}{2}$ x 12	4 $\frac{1}{2}$	542
442-S	442-S	12 x 9 $\frac{1}{2}$	7	542-S
443	443	8 x 9 $\frac{1}{2}$	4 $\frac{1}{2}$	543
445	....	11 x 8 $\frac{1}{2}$	8 $\frac{1}{2}$	545
445-A	3513	11 x 8 $\frac{1}{2}$	4 $\frac{1}{2}$	545-A

\*Not carried in stock, but made on order at stock prices.



**CLASS R SOLID POST BINDERS.**

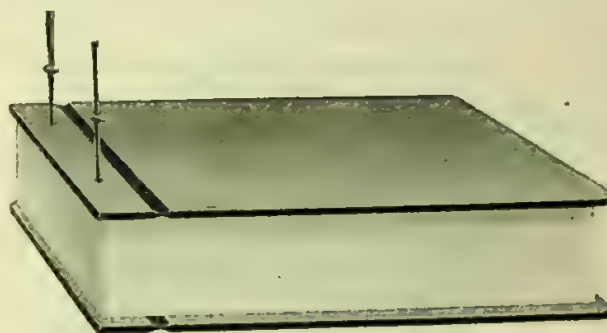
**For Storage Purposes.**

**Binding**—Medium-weight canvas over single binders boards, with rounded corners.  $\frac{1}{4}$ -in. solid posts.

**Mechanism**—Two flat metal plates with solid posts six inches high, threaded down two inches from top. Pressure secured by locking nuts.

### LIST OF STOCK SIZES.

Sheet Size	Post	Cover	Price
Binding Side First	Centers	No.	Each
6 x 9 $\frac{1}{2}$	3 $\frac{1}{2}$	3802	
8 $\frac{1}{2}$ x 11	4 $\frac{1}{2}$	3805	
11 x 8 $\frac{1}{2}$	7	3825	



**CLASS Y SOLID POST BINDERS.**

**For Storage Purposes.**

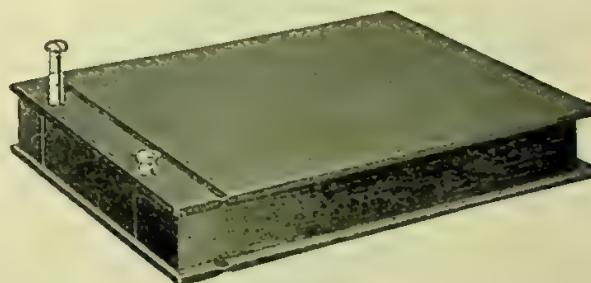
**Binding**—Medium-weight canvas over single binders boards, with rounded corners.  $\frac{1}{4}$ -in. solid posts.

**Mechanism**—Two flat metal plates with solid posts six inches high, threaded down four inches from top. Pressure secured by locking nuts.

### LIST OF STOCK SIZES.

Sheet Size	Post	Cover	Price
Binding Side First	Centers	No.	Each
5 $\frac{1}{2}$ x 8 $\frac{1}{2}$	2 $\frac{1}{2}$	2435	
6 x 9 $\frac{1}{2}$	2 $\frac{1}{2}$	2437	
7 x 8 $\frac{1}{2}$	4 $\frac{1}{2}$	2439	
8 $\frac{1}{2}$ x 11	4 $\frac{1}{2}$	2440	
8 $\frac{1}{2}$ x 11	2 $\frac{1}{2}$	2440-A	
11 x 8 $\frac{1}{2}$	7	2440-S	
8 $\frac{1}{2}$ x 14	4 $\frac{1}{2}$	2441	
8 $\frac{1}{2}$ x 14	2 $\frac{1}{2}$	2441-A	
14 x 8 $\frac{1}{2}$	7	2441-S	
9 $\frac{1}{2}$ x 12	4 $\frac{1}{2}$	2442	
12 x 9 $\frac{1}{2}$	7	2442-S	
8 x 9 $\frac{1}{2}$	4 $\frac{1}{2}$	2443	

Special sizes made promptly on order.



**CLASS Z SECTIONAL POST BINDERS.**

**For Storage Purposes.**

**Binding**—Medium-weight canvas over single binders boards, with rounded corners.  $\frac{1}{4}$ -in. sectional posts.

**Mechanism**—Two flat metal plates with sectional posts. Pressure secured by nickel-plated cap screws. Sufficient post sections furnished provide a capacity of six inches.

### LIST OF STOCK SIZES.

Sheet Size	Post	Cover	Price
Binding Side First	Centers	No.	Each
6 x 9 $\frac{1}{2}$	2 $\frac{1}{2}$	3900	
6 x 9 $\frac{1}{2}$	3 $\frac{1}{2}$	3902	
7 x 11	4 $\frac{1}{2}$	3903	
8 $\frac{1}{2}$ x 11	4 $\frac{1}{2}$	3905	
8 $\frac{1}{2}$ x 14	4 $\frac{1}{2}$	3909	
9 $\frac{1}{2}$ x 12	5 $\frac{1}{2}$	3919	
11 x 8 $\frac{1}{2}$	7	3925	
11 x 11	7	3926	
11 $\frac{1}{2}$ x 11 $\frac{1}{2}$	7	3932	
11 x 14	7	3929	
11 x 17	7	3951	

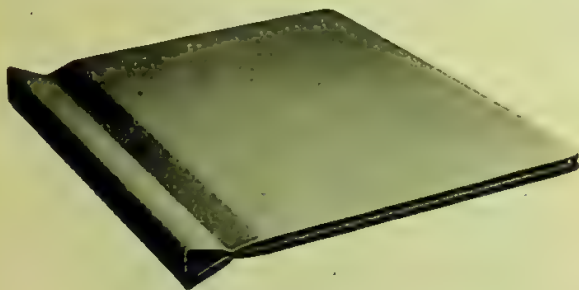
## SHEET HOLDERS AND CATALOG COVERS.

## LOOSE SHEET HOLDERS.

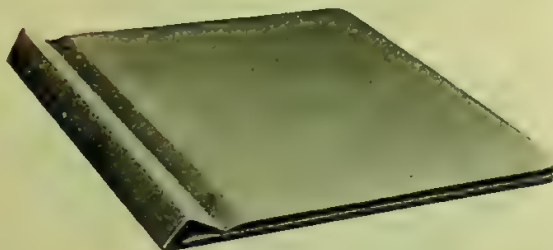


## CLASS A-5300 LINE SHEET HOLDERS.

**Binding.** Highest grade of red cross-grain cowhide back and corners, tan colored corduroy sides. Heavy beveled boards. Bound with hinge on both sides, making a flat opening holder for desk use.



## CLASS A-4300 LINE DOUBLE HINGE SHEET HOLDERS.



## CLASS B-4400 LINE SINGLE HINGE SHEET HOLDERS.

**Class A Holders.** Are made with hinge on both sides, making an ideal holder for desk use where a flat opening device is needed.

**Class B Holders.** Are made with hinge on front covers only and are intended for use in the warehouse or shipping room where the stiff back cover affords a support for writing.

**Binding.** Medium weight canvas over single binder board, with rounded corners.

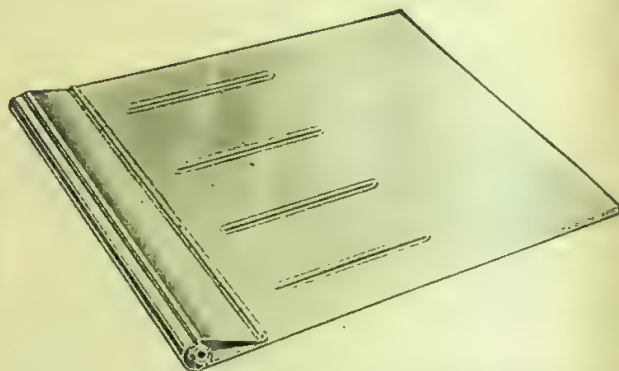
**Springs.** Made with one-inch steel springs, which have a capacity of from one sheet up to three-quarters of an inch.

## LIST OF STOCK SIZES.

Size of Sheet	Class A-4300 Canvas Bound Double Hinge	Class B-4400 Canvas Bound Single Hinge	Class A-5300 Leather and Corduroy Double Hinge
	Cover No.	Cover No.	Cover No.
5 1/2 x 8 1/2	4300	4400	
6 x 9 1/2	4302	4402	
8 1/2 x 11	4308	4408	
8 1/2 x 14	4312	4412	
9 1/2 x 12	4320	4420	
11 x 8 1/2	4326	4426	
11 x 14	4331	....	
11 1/2 x 11 1/2	4332	....	
12 x 9 1/2	4336	4436	
14 x 8 1/2	4339	4439	
14 x 11	4342	....	
16 x 10 1/2	4345	....	
11 x 17	....	....	

Made only on special order.

## ALUMINUM SHEET HOLDERS.

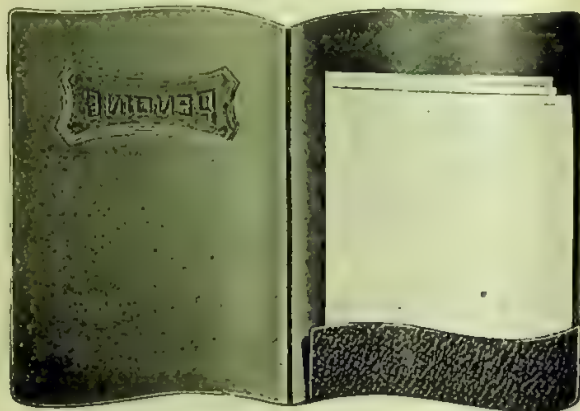


**Holders.** Top and Bottom covers are made of solid heavy-gauge aluminum. Operating spring of uniform tension, without complicated parts. **Capacity.** One-half inch.

## LIST OF STOCK SIZES.

Cover No.	Size of Sheet	Capacity
4101-A	3 1/4 x 8 1/4	1/2-inch
4101	3 1/4 x 6 1/4	1/2-inch
4100	5 1/4 x 8 1/4	1/2-inch
4102	6 x 9 1/4	1/2-inch
4103	4 1/4 x 8 1/4	1/2-inch
4104	7 1/4 x 9 1/4	1/2-inch
4108	8 1/4 x 11	1/2-inch
4125	11 x 8 1/4	1/2-inch
4120	9 1/4 x 12	1/2-inch
4136	12 x 9 1/4	1/2-inch

## UNITIZERS.



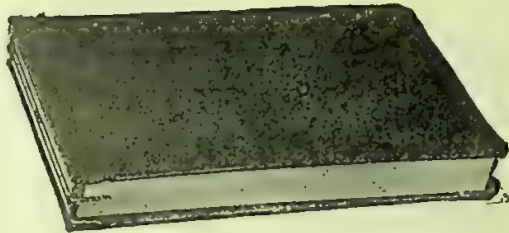
## Eight Classifications.

A set of Unitizers consists of eight folders of flexible, durable Leatheride, finished in dark green by the Irving-Pitt Iripico color process. Six are embossed with the classifications most commonly used: "Dictation," "Purchasing," "Sales," "Pending," "Quotations," "Personal." Two are left unlettered for miscellaneous use. Each classification is embossed in a distinctive color. Can be purchased in a set or single folder. Splendid for systematizing work.

## LIST OF STOCK SIZES.

Stock No.	Size of Sheet	Lettered
2191-A.	11x8 1/2	Dictation
2191-B.	11x8 1/2	Purchasing
2191-C.	11x8 1/2	Sales
2191-D.	11x8 1/2	Pending
2191-E.	11x8 1/2	Quotations
2191-F.	11x8 1/2	Not Lettered
2191-G.	11x8 1/2	Personal
2192-F.	14x8 1/2	Not Lettered

Many large corporations buy all their printing from us. There is a reason

**RADIO LEDGER OUTFIT No. 08603.****"It Works Like a Flash."**

This Radio Ledger Outfit is designed especially for Doctors, Dentists, Lawyers and business men not requiring large sets of books. It is also designed for the use of Tradesmen, Churches, Societies, Lodges and similar organizations. In fact, there is hardly any one who does accounting of a personal nature who will not find the Radio Ledger exceedingly convenient.

This Ledger is made with prong mechanism, as shown in the illustration, and is quickly opened by means of a small thumb lever. A slight pressure will open the book and sheets can be easily removed or inserted in any part of the book.

The Radio Ledger Outfit consists of the Radio Cover which is sturdily bound in rich Black Texhide, with nickel-plated back; also 200 sheets printed for D. E. Ledger, Balance Ledger, Two-column Journal, Cash Receipts or Cash Disbursements, and with a cloth tabbed index.

Outfit No. 08603. Sheet size 6x9½ inches.....Each \$

An exceptionally low-priced outfit.

If you do not specify form desired, we will send Form A.

**RADIO LEDGER SHEETS.**

Form A	NAME										ACCOUNT No.											
	ADDRESS										SHEET No.											
	DATE	ITEMS	PERIOD	DEBIT	DATE	ITEMS	PERIOD	CREDIT														
No 8603-Form E	NAME										ACCOUNT No.											
	ADDRESS										SHEET No.											
	DATE	ITEMS	PERIOD	DEBIT	DATE	ITEMS	PERIOD	CREDIT	BALANCE													
No 8603-Form J	JOURNAL																					
No 8603-Form CR	CASH RECEIPTS																					
	DATE	SOURCE	NO.	PAYEE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	DATE	RECEIVED	
No 8603-Form CD	CASH DISBURSEMENTS																					
	DATE	PAID TO	NO.	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED	DATE	DISBURSED

These sheets, designed for practical every-day use, enable you to keep accurate, adequate records without fuss or bother at a minimum cost. Made of well-known standard quality Hammermill Bond Paper, insuring tearing strength and perfect writing surface. Stocked in all-print forms to fit every requirement.

Stock No.	Ruling	Per 100
8603 A.	Double Entry Ledger.....	\$
8603 E.	Balance Ledger.....	
8603 J.	Two-column Journal.....	
8603 CR.	Cash Receipts.....	
8603 CD.	Cash Disbursements.....	

**Form 1** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 2** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 3** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 4** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 5** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 6** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 7** SHEET NO. \_\_\_\_\_ **SUNDAY ACCOUNTS**

**Form 8** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 9** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 10** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 11** SHEET NO. \_\_\_\_\_ NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Form 12** SHEET NO. \_\_\_\_\_ **GENERAL LEDGER** NAME OF ACCOUNT \_\_\_\_\_ POST NO. \_\_\_\_\_

## LOOSE-LEAF STOCK FORMS OF LEDGER LEAVES.

We carry in stock two grades of ledger leaves—No. 1 Grade and Class 2 Grade. Both of these grades are ruled and printed both sides and punched for binder.

No. 1 Grade Ledger Leaves are made of a superior grade of white linen ledger paper, substance No. 28.

Class 2—Ledger Leaves are lower priced but made of a high-grade white Ledger paper.

**Flat Opening**—All our leaves are treated at the hinge by a special process to make them open flat in the binders.

**Careful Ruling and Printing**—Grade care is used in the selection of ruling inks to provide the soft, harmonious colors which are restful to the eye and which make for neatness and readableness in the written page.

**Accurate Trimming and Punching**—Nothing is so essential to the perfect alignment of ledger leaves in the binders as accurate trimming and punching. Modern equipment, plus skilled workmen, enable us to guarantee absolute uniformity in the size and punching of our leaves.

### No. 1 Grade Ledger Leaves, White.

Stock No.	Sheet Size	Forms Carried in Stock See illustrations.
04	8 1/2 x 10 3/4	1, 5, 6, 10
10	8 1/2 x 14	1, 5, 6, 10
13	9 1/2 x 11	1, 5, 6
17	9 1/2 x 11 1/2	1, 2, 3, 4, 5, 6, 7, 10, 11, 12
27	11 x 11	1, 5, 6
30	11 x 14	1, 2, 5, 6, 8, 9
33	11 1/2 x 11 1/2	1, 2, 3, 4, 5, 6, 10, 11
38	13 1/2 x 16 1/2	5

**Faint Ruled Sheets**—We also carry faint ruled leaves in all sizes listed above. These leaves are unpunched and can be supplied with any punching.

### No. 1 Grade Ledger Leaves, Buff.

Stock No.	Sheet Size	Forms Carried in Stock See illustrations.
B-17	9 1/2 x 11 1/2	1, 2, 3, 5, 6, 10
B-27	11 x 11	1, 5, 6
B-33	11 1/2 x 11 1/2	1, 2, 3, 5, 6, 10

B-27 Form 5 is carried in stock unpunched.

### Class 2 Ledger Leaves.

For Junior Ledger Binders.

Stock No.	Sheet Size	Forms Carried in Stock
1007	7 1/2 x 10 3/4	1, 5, 6, 10
1017	9 1/2 x 11 1/2	1, 2, 3, 5, 6, 10, 11, 13
1033	11 1/2 x 11 1/2	1, 5, 6, 10

### Ledger Leaves Without Printing or Punching.

Stock No.	Sheet Size	Forms Carried in Stock See illustrations
1007	7 1/2 x 10 3/4	Grade No. 2. 5
1017	9 1/2 x 11 1/2	5
17	9 1/2 x 11 1/2	Grade No. 1. 5
33	11 1/2 x 11 1/2	5

### LEDGERette Sheets.

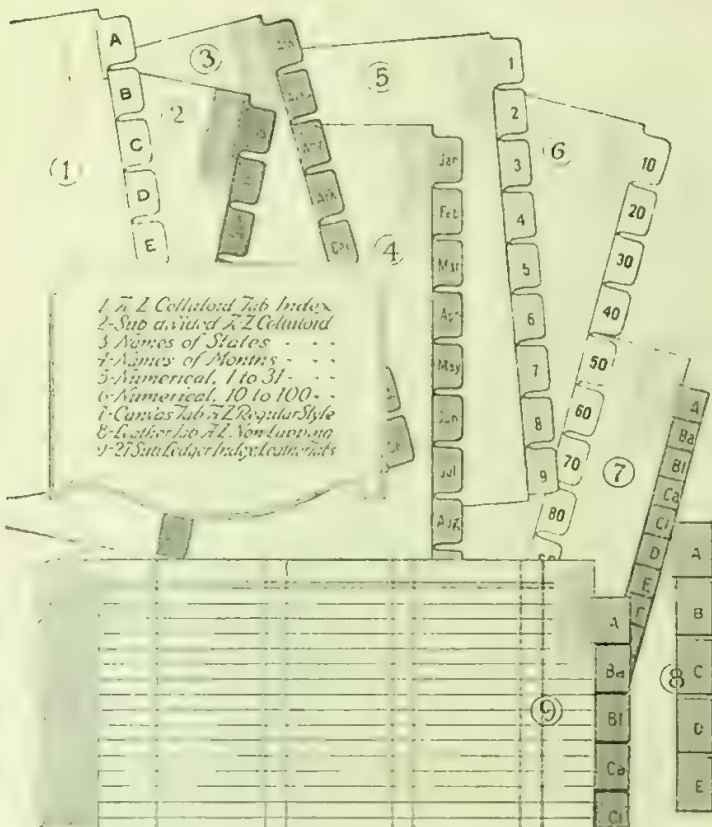
Lithographed in green ink on medium grade Ledger Stock.

Stock No.	Sheet Size	Forms Carried
0107	7 1/2 x 10 3/4	5
0117	9 1/2 x 11 1/2	5

**Packing**—All Ledger Leaves are packed 100 sheets to a package; 500 to a box.

10031 IP LEAF

## LEDGER AND POST BINDER INDEXES.



Sub-Divided Indexes—50, 75, 100 sub-division Alphabetical Indexes are made on order with Regular Style (Over-Lapping) Tabs in leather and canvas. 50, 75, 100, 125, 150, 200, 250, 300, 375 and 500 sub-division indexes are made on order with non-lapping celluloid tabs on unruled buff ledger paper. For price of 50 sub-division multiply A-Z price by two, for price of 75 sub-division multiply by three, etc.

Monthly Indexes are made with names of months abbreviated and take price charged for an A-Z Index, stock or special. Can be furnished with celluloid, leather or canvas tabs.

State Indexes, with names of states abbreviated, multiply price of special A-Z Indexes by three. Can be furnished with celluloid, leather or canvas tabs.

Numerical Indexes with figures 1 to 25 or 1 to 31 take same price as special A-Z Index. Additional index sheets, with tabs numbered from 32 to 1,000, will be priced in multiples of 25 regardless of quantity, and will take the same price as a special Alphabetical Index. Indexes with numbers up to 100 can be made with celluloid, leather or linen tabs. Indexes with numbers larger than 100 can only be made with celluloid tabs.

LEDGER INDEXES— $\frac{1}{16}$ -INCH PUNCHINGS.

NOTE: These indexes are made of No. 1 Grade buff colored ledger paper. The leather and linen tabbed indexes have vowel ruling on both sides and the celluloid indexes are made on unruled sheets.

Sheet Size Binding Side First	Distance Between Centers		Celluloid Tabs		Leather Tabs			Linen Tabs		Pigskin Tabs	
	Outside	Inside	*Straight A-Z	27 Subdiv. XS-04	+Straight A-Z	27 Subdiv. LA-04	27 Subdiv. LR-04	27 Subdiv. CR-04	27 Subdiv. PNS-04		
8 1/2 x 10 1/2	6 3/4	2 1/4			NL-04	LA-04	LR-04	CR-04	PNS-04		
8 1/2 x 14	6 3/4	2 1/4			NL-10	LA-10	LR-10	CR-10	PNS-10		
9 1/4 x 11	7 1/4	2 3/4	XA-13	XS-13	NL-13	LA-13	LR-13	CR-13	PNS-13		
9 1/4 x 11 1/2	7 1/4	2 3/4	XA-17	XS-17	NL-17	LA-17	LR-17	CR-17	PNS-17		
11 x 11	8 1/4	2 3/4	XA-27	XS-27	NL-27	LA-27	LR-27	CR-27	PNS-27		
11 x 14	8 1/4	2 3/4	XA-30	XS-30	NL-30	LA-30	LR-30	CR-30	PNS-30		
11 1/4 x 11 1/2	8 1/4	2 3/4	XA-33	XS-33	NL-33	LA-33	LR-33	CR-33	PNS-33		
13 1/4 x 16 1/4	10 1/4	3 1/4	XA-38				LR-38		PNS-38		

\*Regular lapping style.    + Non-Lapping style.

\*Regular lapping style. +Non-Lapping style.

POST BINDER INDEXES— $\frac{1}{16}$ -INCH AND  $\frac{3}{16}$ -INCH PUNCHINGS (27 SUBDIVISION TABS).\*

Sheet Size Binding Side First	Diameter	Centers	Leather Tabbed Index No.	Price Each	Linen Tabbed Index No.	Price Each
6 x 9 $\frac{1}{2}$	$\frac{3}{16}$	2 $\frac{3}{4}$	L00		C00	
6 x 9 $\frac{1}{2}$	$\frac{3}{16}$	3 $\frac{1}{4}$	L02		C02	
7 $\frac{1}{4}$ x 10 $\frac{1}{4}$	$\frac{3}{16}$	6 $\frac{1}{4}$	L07		C07	
7 x 11	$\frac{3}{16}$	4 $\frac{1}{4}$	L03		C03	
8 $\frac{1}{4}$ x 10 $\frac{1}{4}$	$\frac{3}{16}$	6 $\frac{1}{4}$	LR04		CR04	
8 $\frac{1}{4}$ x 11	$\frac{3}{16}$	4 $\frac{1}{4}$	L05		C05	
8 $\frac{1}{4}$ x 11	$\frac{3}{16}$	6 $\frac{1}{4}$	L06			
8 $\frac{1}{4}$ x 14	$\frac{3}{16}$	4 $\frac{1}{4}$	LR09		CR09	
8 $\frac{1}{4}$ x 14	$\frac{3}{16}$	6 $\frac{1}{4}$	LR10		CR10	
9 $\frac{1}{4}$ x 11	$\frac{3}{16}$	7 $\frac{1}{4}$	LR13		CR13	
9 $\frac{1}{4}$ x 11 $\frac{1}{4}$	$\frac{3}{16}$	4 $\frac{1}{4}$	LR14			
9 $\frac{1}{4}$ x 11 $\frac{1}{4}$	$\frac{3}{16}$	5 $\frac{1}{4}$	LR15		CR15	
9 $\frac{1}{4}$ x 11 $\frac{1}{4}$	$\frac{3}{16}$	7 $\frac{1}{4}$	LR17		CR17	
9 $\frac{1}{4}$ x 14	$\frac{3}{16}$	7 $\frac{1}{4}$	L18			
9 $\frac{1}{4}$ x 12	$\frac{3}{16}$	4 $\frac{1}{4}$	L20			
9 $\frac{1}{4}$ x 12	$\frac{3}{16}$	5 $\frac{1}{4}$	L19			
10 $\frac{1}{4}$ x 16	$\frac{3}{16}$	6	L23			
11 x 8 $\frac{1}{2}$	$\frac{3}{16}$	7	L25		C25	
11 x 11	$\frac{3}{16}$	7	LR26		CR26	
11 x 11	$\frac{3}{16}$	8 $\frac{1}{4}$	LR27		CR27	
11 x 14	$\frac{3}{16}$	7	LR29		CR29	
11 x 14	$\frac{3}{16}$	8 $\frac{1}{4}$	LR30		CR30	
11 x 17	$\frac{3}{16}$	7 $\frac{1}{4}$	L51			
11 x 17	$\frac{3}{16}$	8 $\frac{1}{4}$	L60			
11 $\frac{1}{4}$ x 11 $\frac{1}{4}$	$\frac{3}{16}$	7	LR32		CR32	
11 $\frac{1}{4}$ x 11 $\frac{1}{4}$	$\frac{3}{16}$	8 $\frac{1}{4}$	LR33		CR33	
12 x 0 $\frac{1}{2}$	$\frac{3}{16}$	7	L36			
13 $\frac{1}{4}$ x 16 $\frac{1}{4}$	$\frac{3}{16}$	10 $\frac{1}{4}$	LR38			
14 x 11	$\frac{3}{16}$	7	L40			
14 x 11	$\frac{3}{16}$	9 $\frac{1}{4}$	L41			
14 x 17	$\frac{3}{16}$	7	L52			
14 x 17	$\frac{3}{16}$	9	L53			
16 x 10 $\frac{1}{4}$	$\frac{3}{16}$	11 $\frac{1}{4}$	L45			
16 x 14	$\frac{3}{16}$	11 $\frac{1}{4}$	L46			
17 x 14	$\frac{3}{16}$	12	L54			

\*Indexes with  $\frac{3}{16}$ -inch punching have two slit holes, and those with  $\frac{1}{16}$ -inch punching have four slit holes.

## IP <sup>100</sup> LOOSE LEAF MEMORANDUM BOOKS.



Light, Compact, Convenient and Everlasting.

The many convenient features of the loose leaf Memorandum Book have enabled it to practically supplant the bound Memo Book and have made it almost indispensable as a part of the personal equipment of every man of affairs.

We list below five different lines of Memo Books.

**100 Line Memos**—The finest grade of extra flexible binding. Genuine black Morocco with turned edges. Lined with black imitation skiver. End opening books are listed under the 1100 numbers and the ½-inch capacity books under the 170 numbers.

**120 Line Memos**—The same as the 100 Line with the exception that this line is made with pockets for cards or loose memoranda. End opening books are listed under the 1120 numbers and the ½-inch capacity book under the 180 numbers.

**320 Line Veriflex Memos**—A high grade one-piece cover of Levant Grain Cowhide. Made with pockets. End opening books are listed under the 1320 numbers and the ½-inch capacity books under the 380 numbers.

**900 Line Leatheride Memos**—A durable and extra flexible binding made of one piece of Leatheride—the highest grade of imitation leather. End opening books are listed under the 1900 numbers and the ½-inch capacity books under the 970 numbers.

**400 Line Duraflex Memos**—A low-priced Memo in Morocco grain DURAFLEX—imitation leather.

### LIST OF STOCK SIZES.

Rings—One quarter inch inside diameter. Capacity—Fifty sheets and index.

Sheet Size	Binding Side First	Morocco 100 Line	Morocco 120 Line	Veriflex 320 Line	Duraflex 400 Line	Leatheride 900 Line	Sheets and Indexes Take same numbers as books	
		No Pockets Stock Nos.	With Pockets Stock Nos.	With Pockets Stock Nos.	No Pockets Stock Nos.	No Pockets Stock Nos.	Stock Nos.	Leather Package Tabbed Indexes Each
2 x4		1101	1121	1321	1401	1901	1101	
4 ½ x2		101 ½	121 ½	322	401 ½	901 ½	101 ½	
4 ½ x2 ½		102	122	323	402	902	102	
2 ½ x4 ½		1102	1122	1322	1402	1902	1102	
*5 x3		103	123	323	403	903	103	
*3 x5		1103	1123	1323	1403	1903	1103	
*6 x3 ½		104	124	324	404	904	104	
*3 ½ x6		1104	1124	1324	1404	1904	1104	
*6 ½ x3 ½		105	125	325	405	905	105	
*3 ½ x6 ½		1105	1125	1325	1405	1905	1105	
7 ½ x4 ½		106	126	326	406	906	106	
8 ½ x5 ½		107	127	327	407	907	107	
9 ½ x6		108	128	328	408	908	108	
11 x8 ½		109	129	329	409	909	109	
½-inch Capacity. 100 Sheets and Index.								
5 x3		173	183	383	473	973	103	
6 x3 ½		174	184	384	474	974	104	
6 ½ x3 ½		175	185	385	475	975	105	
7 ½ x4 ½		176	186	386	476	976	106	

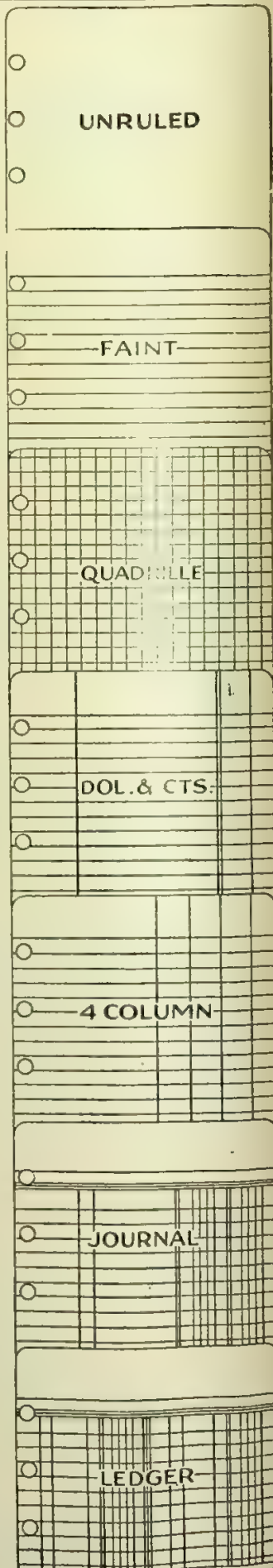
**Sheets**—Unruled, faint, quadrille and \$ and C rulings are carried in stock for all numbers. Journal Ruling carried only in sizes Nos. 104, 105, 106, 107, 108 and 109. Ledger Ruling carried only in sizes Nos. 103, 104, 105, 106, 107, 108, and 109. Four Column Ruling carried only in sizes Nos. 103, 104, 105, 106, 107, 108 and 109. These sheets are made of No. 1 Grade Linen Bond Paper—an all rag stock of the highest grade.

**Indexes**—Are made on strong, buff colored linen ledger paper. Tabs are of black title leather with gold lettering, two letters to the tab.

**Daily and Monthly Indexes**—Daily Indexes, 1 to 31, and Monthly Indexes, Jan. to Dec. are carried in the sizes marked \*.

**Fly Leaves**—Of black moire tag board are supplied to protect the outer sheets.

**Calendar Sheets**—Each Memo Book is equipped with a calendar sheet with monthly calendars for two years.



PRESS END CAP  
TO OPEN RINGLEATHER POCKET  
(CLOTH LINED)  
WILL NOT TEARPERFECT RINGS  
WILL NOT TEAR SHEETS

LOOSE I-P LEAF

LOOSE LEAF  
PRICE BOOKS.

## Flexible Bindings.

The ring book in flexible binding is generally known as the Price Book, although its use has been far more general than this name would indicate. It was designed originally for a coat pocket price book or data book for the salesman, but as the use of loose leaf records has broadened it has found its place in almost every business where records are kept. It is the handy book of the busy executive, the quick reference price list of the purchasing agent, the tickler of the credit man, the manual of instruction, bulletin book, photo cover and price list of the salesman, the data book of the attorney, the physician, the engineer and the minister. The rings are opened for the insertion or removal of leaves by a slight pressure on the caps at each end of the metal part.

## STYLES OF BINDING.

**500 LINE—600 LINE—COWHIDE TURNED EDGES**—Bound in selected No. 1 Grade black levant grain cowhide, lined with black imitation skiver. Pockets in covers of all 500 Line books except Nos. 515, 516, 517 and 518.

**2300 LINE—VERIFLEX COWHIDE**—Bound in solid No. 1 Grade black levant grain cowhide. A one-piece cover. Metals attached by our new process—no sewing or riveting. Pockets in covers of all books.

**2700 LINE—2800 LINE—DURAFLEX**—Bound in black levant grain Duraflex (imitation leather). Lined with imitation skiver. Pockets in all sizes of the 2700 Line.

## LIST OF STOCK SIZES—SIDE OPENING.

Sewed pockets in covers of all side opening 500, 2300 and 2700 Lines of Books up to and including the 11x8½ inch size.

Sheet Size Binding Side Stated First	Ring Size & Center	INDEXES				Sheets Stock
		500 LINE Cover Nos.	2300 LINE Cover Nos.	2700 LINE Cover Nos.	Leather Tabs Stock Nos.	Canvas Tabs Stock Nos.
*5½ x 3	2- ¼-1 ¼	501	2301	2701	2501	3501
*5½ x 3	2-1 -4 ¼	502	2302	2702	2501	3501
*6½ x 3½	3- ½-2 ¾	503	2303	2703	2503	3503
*6½ x 3½	3-1 -2 ¾	504	2304	2704	2503	3503
*7½ x 4¼	3- ½-2 ¾	505	2305	2705	2505	3505
*7½ x 4¼	3-1 -2 ¾	506	2306	2706	2505	3505
*7½ x 5	3- ½-2 ¾	507	2307	2707	2507	3507
*7½ x 5	3-1 -2 ¾	508	2308	2708	2507	3507
*8½ x 5½	3- ½-2 ¾	509	2309	2709	2509	3509
*8½ x 5½	3-1 -2 ¾	510	2310	2710	2509	3509
*9½ x 6	3- ½-3 ¾	511	2311	2711	2511	3511
*9½ x 6	3-1 -3 ¾	512	2312	2712	2511	3511
*11 x 8½	3- ½-4 ¼	513	2313	2713	2513	3513
*11 x 8½	3-1 -4 ¼	514	2314	2714	2513	3513
*12 x 9½	3- ½-4 ¼	515	....	2715	2515	3515
*12 x 9½	3-1 -4 ¼	516	....	2715	2515	3515
*14 x 8½	4- ½-3 ¾	517	....	2717	2517	3517
*14 x 8½	4-1 -3 ¾	518	....	2718	2517	3517

## LIST OF STOCK SIZES—END OPENING.

No pockets in these books.

Sheet Size Binding Side Stated First	Ring Size & Center	600 LINE Cover Nos.	2800 LINE Cover Nos.
3 x 5½	2- ¼-2	601	....
3 x 5½	2-1 -2	602	....
3½ x 6½	2- ½-2 ¾	603	....
3½ x 6½	2-1 -2 ¾	604	....
4½ x 7½	2- ½-2 ¾	605	....
4½ x 7½	2-1 -2 ¾	606	....
5 x 7½	2- ½-2 ¾	607	....
5 x 7½	2-1 -2 ¾	608	....
5½ x 8½	2- ½-2 ¾	609	....
5½ x 8½	2-1 -2 ¾	610	....
6 x 9½	2- ½-4 ¼	611	....
6 x 9½	2-1 -4 ¼	612	....
8½ x 11	3- ½-2 ¾	613	2813
8½ x 11	3-1 -2 ¾	614	2814

## END OPENING SHEETS AND INDEXES—

Sheets and indexes for end opening books take same prices as corresponding sizes of side opening books. Indexes carried with both leather and canvas tabs for all sizes.

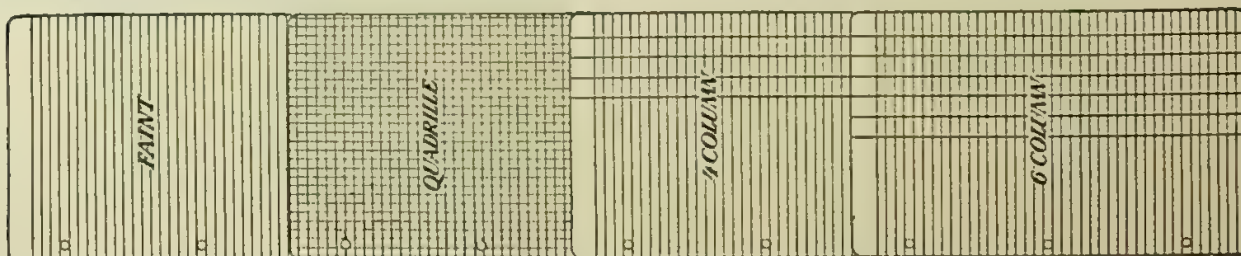
**DAILY AND MONTHLY INDEXES**—Carried in stock only for side opening books marked\*.

**SPECIAL SIZES**—Prices on special size price books will be quoted on request.

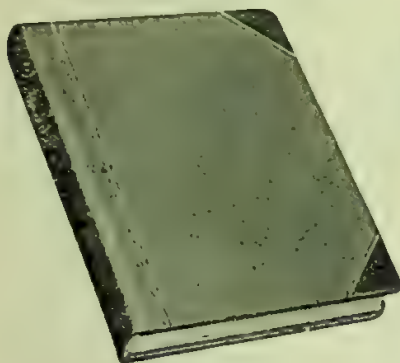
**QUANTITY PRICES**—Write for special prices on quantities of twelve or more of one size and style of binding.

**PRICE BOOK SHEETS**—Made of the highest grade of No. 1 Linen Bond Paper, an all rag stock of superior strength and writing quality, are carried in stock for all sizes of end-opening and side-opening price books listed above, except the 12x9½ and 14x3½ which are furnished with Ring Binder Sheets.

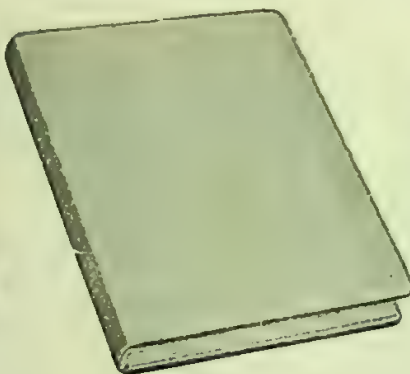
**PRICE BOOK INDEXES**—Made with leather or linen tabs mounted on strong buff-colored linen ledger paper, one letter to the tab



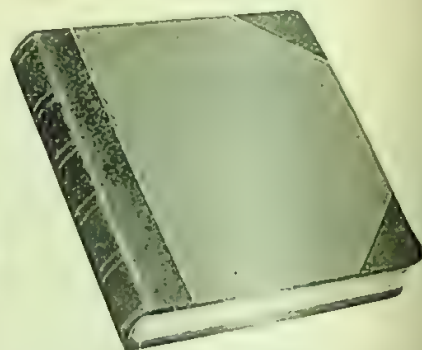
SOME SAMPLES OF RULING CARRIED IN STOCK

RING BINDERS LOOSE **I-P** LEAF LARGE RING BOOKS.

Ring Binder, Half Duraflex Binding.



Ring Book, Full Canvas Binding



Large Ring Book, Half Leather Binding

## RING BINDERS—STIFF COVERS.

The Ring Binder is a light weight, substantially made cover, adaptable to so many different uses that it has become the most popular of loose leaf devices. This style of binder, having stiff covers, is preferable to the flexibly bound price books for records which it is desirable to stand upright on the top of a desk or in a drawer or book case.

## LIST OF STOCK SIZES.

Bound in full canvas over light weight binders boards, with rounded corners.

Capacity—Books with one-half-inch rings will carry 100 sheets and index; and those with one-inch rings will carry 200 sheets and index.

Sheet Size Binding Side Stated First	Ring Size & Center	RING BINDERS Cover No.	INDEXES Leather Tabbed Index No.	Linen Tabbed Index No.
6 1/2 x 8 1/2	3-1 -2 1/2	736	2503	3503
7 1/2 x 8 1/2	3-1 -2 1/2	739	2505	3505
8 1/2 x 8 1/2	3-1 1/2 -2 1/2	730	2509	3509
8 1/2 x 5 1/2	3-1 -2 1/2	731	2509	3509
9 1/2 x 6	3-1 1/2 -3 1/2	700 1/2	2511	3511
9 1/2 x 6	3-1 -3 1/2	700	2511	3511
11 x 8 1/2	3-1 1/2 -4 1/2	701 1/2	2513	3513
11 x 8 1/2	3-1 -4 1/2	701	2513	3513
12 x 9 1/2	3-1 1/2 -4 1/2	702 1/2	2515	3515
12 x 9 1/2	3-1 -4 1/2	702	2515	3515
14 x 8 1/2	4-1 1/2 -3 1/2	703 1/2	2517	3517
14 x 8 1/2	4-1 -3 1/2	703	2517	3517
11 x 12	3-1 1/2 -4 1/2	732	.....	.....
11 x 12	3-1 -4 1/2	733	.....	.....
16 x 10 1/2	4-1 1/2 -4 1/2	734	.....	.....
16 x 10 1/2	4-1 -4 1/2	735	.....	.....
*5 1/2 x 8 1/2	2-1 1/2 -2 1/2	736	836	736
*5 1/2 x 8 1/2	2-1 -2 1/2	737	836	736
*6 x 9 1/2	2-1 1/2 -4 1/2	1700 1/2	21800	31800
*6 x 9 1/2	2-1 -4 1/2	1700	21800	31800
*8 1/2 x 11	3-1 1/2 -2 1/2	1701 1/2	21801	31801
*8 1/2 x 11	3-1 -2 1/2	1701	21801	31801
*9 1/2 x 12	3-1 1/2 -3 1/2	1702 1/2	21802	31802
*9 1/2 x 12	3-1 -3 1/2	1702	21802	31802
*8 1/2 x 14	3-1 1/2 -2 1/2	1703 1/2	21803	31803
*8 1/2 x 14	3-1 -2 1/2	1703	21803	31803

Half bound—black Duraflex back and corners, black cloth sides, over light weight binders boards, with rounded corners.

8 1/2 x 5 1/2	3-1 1/2 -2 1/2	830	2509	3509
8 1/2 x 5 1/2	3-1 -2 1/2	831	2509	3509
9 1/2 x 6	3-1 1/2 -3 1/2	800 1/2	2511	3511
9 1/2 x 6	3-1 -3 1/2	800	2511	3511
11 x 8 1/2	3-1 1/2 -4 1/2	801 1/2	2513	3513
11 x 8 1/2	3-1 -4 1/2	801	2513	3513
12 x 9 1/2	3-1 1/2 -4 1/2	802 1/2	2515	3515
12 x 9 1/2	3-1 -4 1/2	802	2515	3515
14 x 8 1/2	4-1 1/2 -3 1/2	803 1/2	2517	3517
14 x 8 1/2	4-1 -3 1/2	803	2517	3517
11 x 12	3-1 1/2 -4 1/2	832	.....	.....
11 x 12	3-1 -4 1/2	833	.....	.....
16 x 10 1/2	4-1 -4 1/2	835	.....	.....
*5 1/2 x 8 1/2	2-1 1/2 -2 1/2	836	836	736
*5 1/2 x 8 1/2	2-1 -2 1/2	837	836	736
*6 x 9 1/2	2-1 -4 1/2	1800	21800	31800
*8 1/2 x 11	3-1 1/2 -2 1/2	1801 1/2	21801	31801
*8 1/2 x 11	3-1 -2 1/2	1801	21801	31801
*9 1/2 x 12	3-1 -3 1/2	1802	21802	31002
*8 1/2 x 14	3-1 1/2 -2 1/2	1803 1/2	21803	31883
*8 1/2 x 14	3-1 -2 1/2	1803	21803	31803

\*We do not carry sheets in stock for end opening Ring Binders, but can rule these to order at special prices.

## LARGE RING BOOKS—STIFF COVERS.

The Large Ring Book was designed to supply the need for a ring device that would carry from 300 to 400 sheets of medium weight ledger paper. It is adaptable for use as a ledger, cash book, stock record, sales book, journal, scrap book, in fact, for any purpose where a strong, flat opening device is required. Owing to the large diameter of the rings in these books, it is necessary to use heavier ring stock than is used in the books with smaller sized rings. It is, therefore, impossible to use Price Book and Ring Binder sheets in Large Ring Books, which require 1/4-inch diameter holes.

## LIST OF STOCK SIZES.

Bound in full canvas over heavy weight binders boards with rounded corners.

Capacity—1 1/2-inch Large Ring Books carry 300 sheets and index; 2-inch books carry 400 sheets and index.

Sheet Size Binding Side Stated First	Ring Size & Center	LARGE RING BOOKS Cover No.	INDEXES Leather Tabbed Index No.	Linen Tabbed Index No.
11 x 8 1/2	3-1 1/2 -4 1/2	711	811	711
11 x 8 1/2	3-2 -4 1/2	721	811	711
12 x 9 1/2	3-1 1/2 -4 1/2	712	812	712
12 x 9 1/2	3-2 -4 1/2	722	812	712
14 x 8 1/2	4-1 1/2 -3 1/2	713	813	713
14 x 8 1/2	4-2 -3 1/2	723	813	713
*8 1/2 x 11	3-1 1/2 -2 1/2	1711	1811	.....
*8 1/2 x 11	3-2 -2 1/2	1721	1811	.....
*9 1/2 x 12	3-1 1/2 -3 1/2	1712	1812	.....
*9 1/2 x 12	3-2 -3 1/2	1722	1812	.....
*8 1/2 x 14	3-1 1/2 -2 1/2	1713	1813	.....
*8 1/2 x 14	3-2 -2 1/2	1723	1813	.....

Half bound—black cowhide back and corners, black cloth sides over heavy weight binders boards with rounded corners.

11 x 8 1/2	3-1 1/2 -4 1/2	811	811	711
11 x 8 1/2	3-2 -4 1/2	821	811	711
12 x 9 1/2	3-2 -4 1/2	822	812	712
14 x 8 1/2	4-2 -3 1/2	823	813	713

Bound in best quality flexible black Levant grain cowhide, black lining. Pocket in 051, 052, 055 and 056.

9 1/2 x 6	3-1 1/2 -3 1/2	051	051
9 1/2 x 6	3-2 -3 1/2	052	051
11 x 8 1/2	3-1 1/2 -4 1/2	053	811
11 x 8 1/2	3-2 -4 1/2	054	811

\*We do not carry sheets in stock for end opening Large Ring Books, but can rule these to order at special prices.

Stock Forms of Ruling—We carry in stock plain, record ruled, double ledger, two-column journal, three-column journal, and quadrille sheets for all side opening Ring Binders and Large Ring Books.

Special Sizes—Prices on special sizes of Ring Binders and Large Ring Books will be quoted on request.



## STENOGRAPHER'S NOTE BOOKS.

This is in reality a combined note book and transcribing stand. It lies perfectly flat on the desk, affording every convenience for taking dictation. The stand attachment is easily adjusted and keeps the book in an upright position at just the right angle for transcribing.

**Binding.** Black levant grain cowhide back and corners, black cloth sides. Gold tooled.

**Rings.** Two rings  $\frac{1}{4}$ -inch inside diameter. Capacity 100 sheets.

**Fillers.** Made of a special grade of paper, suitable for pen or pencil.

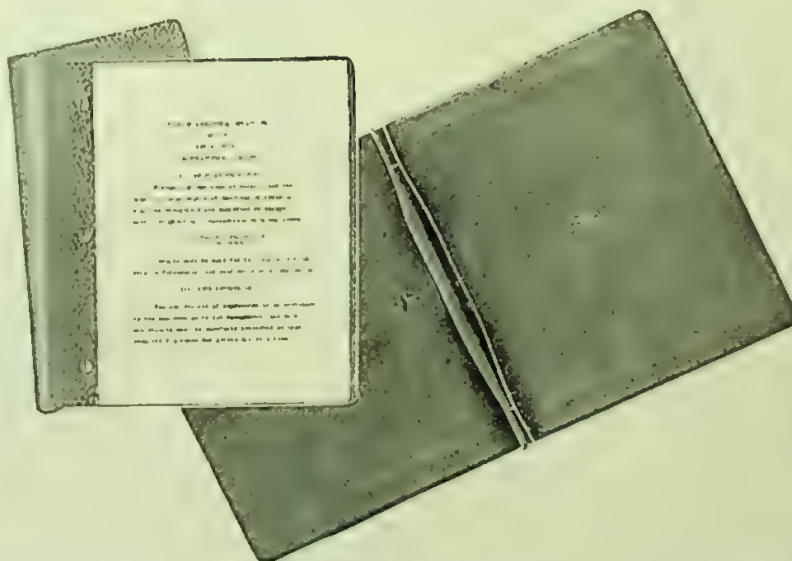
### Sizes.

Cover No.	Size of Sheet	Rings and Centers	Price, Each
481	$4\frac{1}{2} \times 8\frac{1}{4}$	2- $\frac{1}{4}$ -2 $\frac{1}{4}$	\$
581	$5\frac{1}{2} \times 8\frac{1}{4}$	2- $\frac{1}{4}$ -3 $\frac{1}{4}$	
691	6 x 9 $\frac{1}{4}$	2- $\frac{1}{4}$ -4 $\frac{1}{4}$	

### FILLERS PER 500 SHEETS.

Faint Lines Ruled One Way	Faint lines and Red Down Line
481.....\$	481 $\frac{1}{4}$ .....\$
581.....	581 $\frac{1}{4}$ .....
691.....	691 $\frac{1}{4}$ .....

## ECONOMY FOLDERS.



An attractive light weight, handy, flexible cover of a hundred uses. For lawyers' briefs, administrative reports, commercial photographs, insurance reports, manuscripts, marine logs, form letters, bulletins, house organs, architects' specifications, blueprints, maps, sales records and innumerable similar uses.

**Binding.** The binding is of flexible "Lentheride"—a tough, durable imitation leather. The outer coating is in levant grain finish, the inside a skiver finish.

**Construction.** Economy Folders are made of one solid piece of material of maximum flexibility. A flexible tongue is securely stitched to the inside of the folder, with expanding screw posts for binding purposes.

### LIST OF STOCK SIZES.

Stock No.	Size of Sheet	No. of Posts	Post Spacing	Stock No.	Size of Sheet	No. of Posts	Post Spacing	Price, Each
2103	$6\frac{1}{2} \times 3\frac{3}{4}$	3	2 $\frac{3}{4}$	E-2113	$8\frac{1}{2} \times 11$	3	2 $\frac{3}{4}$	\$
2105	$7\frac{1}{2} \times 4\frac{1}{4}$	3	2 $\frac{3}{4}$	2117	$14 \times 8\frac{1}{2}$	4	3 $\frac{1}{2}$	
2107	$7\frac{1}{2} \times 5$	3	2 $\frac{3}{4}$	E-2117	$8\frac{1}{2} \times 14$	3	2 $\frac{3}{4}$	
2109	$8\frac{1}{2} \times 5\frac{1}{4}$	3	2 $\frac{3}{4}$	2115	$12 \times 9\frac{1}{2}$	3	4 $\frac{1}{4}$	
2111	$9\frac{1}{2} \times 6$	3	2 $\frac{3}{4}$	2108	$10\frac{1}{2} \times 8$	2	6	
2113	$11\frac{1}{2} \times 8\frac{1}{4}$	3	4 $\frac{1}{4}$					

Equipped with  $\frac{1}{4}$ -inch capacity screws, but  $\frac{3}{8}$  or  $\frac{1}{2}$ -inch capacity can be furnished at same price, on request.

## ADAPTO COLUMNAR FORMS.

## ADVANTAGES OF LOOSE LEAF COLUMNAR BOOKS.

**Any Number of Columns.** Adapto Columnar Forms are so ruled that when additional columns are needed they can be provided by simply cutting off the description column of one of the sheets and inserting it as a "short leaf". Any number of columns may be provided for in this way by adding one or more of these short leaves. This flexibility of the loose leaf columnar book is making it popular.

**Many Styles of Ruling.** There is a stock Adapto Form for practically every record keeping need—forms that are adaptable for cash books, journals, voucher records, cost work, distribution of sales, expenses, earnings, stock records, figuring sheets, charting forms, etc. Combinations with Other Forms. Adapto Forms being standard in size, with the most commonly used sizes of loose leaf ledgers, can often be carried in binders with other records.

**Headings may be Printed in.** Where the column headings have been standardized, they may be printed into the Adapto Forms at slight expense.

**Easy to Classify and Index.** Several different records are often advantageously carried in one binder, as, for example, the Cash Book Journal, Expense Distribution, Sales Record, Monthly Statements, etc.

**Horizontal Lines.** With the exception of a few forms, the horizontal lines are numbered, making a convenient guide when posting Paper. All forms are ruled and printed both sides on White Linen Ledger Paper.

Form 701-6

**Form 701-4.** Size of Sheet  $11 \times 8 \frac{1}{2}$ . 4 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Outfit 0-701-4.** Consists of 75 Form 701-4 sheets and 1 No. 801  $\frac{1}{2}$  Ring Binder, \$ .

**Form 701-6.** Size of sheet  $11 \times 8 \frac{1}{2}$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Outfit 0-701-6.** Consists of 75 Form 701-6 sheets and 1 No. 801  $\frac{1}{2}$  Ring Binder, \$ .

**Punching.** Three  $\frac{1}{4}$ -inch solid holes,  $4 \frac{1}{4}$ -inch centers. Rounded corners.

Form 701-8

**Form 701-8.** Size of sheet  $11 \times 8 \frac{1}{2}$ . 8 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Outfit 0-701-8.** Consists of 75 Form 701-8 sheets and 1 No. 801  $\frac{1}{2}$  Ring Binder, \$ .

**Punching.** Three  $\frac{1}{4}$ -inch holes,  $4 \frac{1}{4}$ -inch centers. Rounded corners.

Form 701-12 Right

Form 701-12 Left

**Form 701-12.** Size of sheet  $11 \times 8 \frac{1}{2}$ . 12 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$ .

**Outfit 0-701-12.** Consists of 75 Form 701-12 sheets and 1 No. 801  $\frac{1}{2}$  Ring Binder, \$ .

**Punching.** Three  $\frac{1}{4}$ -inch holes,  $4 \frac{1}{4}$ -inch centers. Rounded corners.

**Form 702-6.** Size of sheet  $12 \times 9 \frac{1}{4}$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Four  $\frac{1}{4}$ -inch holes,  $3 \frac{1}{2}$ -inch centers. Rounded corners.

Form 703-6

**Form 703-6.** Size of sheet  $14 \times 8 \frac{1}{2}$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Four  $\frac{1}{4}$ -inch holes,  $3 \frac{1}{2}$ -inch centers. Rounded corners.

Form 307-2

**Form 307-2.** Size of sheet,  $7 \frac{1}{2} \times 10 \frac{1}{2}$ . 2 columns with description column. Price per 100, \$ ; per box 500, \$ .

Form 309-4

**Form 309-2.** Size of sheet  $8 \frac{1}{2} \times 14$ . 2 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Two  $\frac{1}{4}$ -inch slit holes,  $4 \frac{1}{4}$ -inch centers.

**Form 309-4.** Size of sheet  $8 \frac{1}{2} \times 14$ . 4 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Two  $\frac{1}{4}$ -inch slit holes,  $4 \frac{1}{4}$ -inch centers.

**Form 309-6.** Size of sheet  $8 \frac{1}{2} \times 14$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$ .

Form 309-8

**Form 309-8.** 8 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Two  $\frac{1}{4}$ -inch slit holes,  $4 \frac{1}{4}$ -inch centers.

Form 309-10

**Form 309-10.** Size of sheet  $8 \frac{1}{2} \times 14$ . 10 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Form 309-12.** Size of sheet  $8 \frac{1}{2} \times 14$ . 12 columns without description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Two  $\frac{1}{4}$ -inch slit holes,  $4 \frac{1}{4}$ -inch centers.

Form 317-4

**Form 317-2.** Size of sheet  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 2 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Form 317-3.** Size of sheet  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 3 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Form 317-4.** Size of sheet  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 4 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2 \frac{3}{4}$ -inch centers.

Form 317-6

**Form 317-6.** Size of sheet  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$ .

**Outfit 0-317-6.** Consists of 75 Form 317-6 sheets and 1 No. 3617 Class W Binder, \$ .

Form 317-10

**Form 317-10.** Size of Sheet  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 10 columns without description column. Price per 100, \$ ; per box 500, \$ .

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2 \frac{3}{4}$ -inch centers.

Form 317-12 Left

Form 317-12 Right

**Form 317-12.** Size of sheet,  $9 \frac{1}{2} \times 11 \frac{3}{4}$ . 12 columns with description column. Folio style. Price per 100, \$ ; per box 500, \$ .

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2 \frac{3}{4}$ -inch centers.

## ADAPTO COLUMNAR FORMS.

**Form 317-16.** Size of sheet  $9\frac{1}{4} \times 11\frac{1}{4}$ . 16 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-317-16.** Consists of 75 Form 317-16 sheets and 1 No. 3617 Class W Binder.

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2\frac{3}{4}$ -inch centers

**Form 332-2.** Size of sheet  $11\frac{1}{4} \times 11\frac{1}{4}$ . 2 columns with description columns. Price per 100, \$ ; per box 500, \$

**Form 332-4.** Size of sheet  $11\frac{1}{4} \times 11\frac{1}{4}$ . 1 column with description column. Price per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{3}{8}$ -inch slit holes, 7-inch centers

**Form 332-6.** Size of sheet  $11\frac{1}{4} \times 11\frac{1}{4}$ . 6 columns with description column. Price per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{3}{8}$ -inch slit holes, 7-inch centers

**Form 329-8.** Size of sheet  $11 \times 14$ . 8 columns with description column. Price per 100, \$ ; per box 500, \$

**Form 329-12.** Size of sheet  $11 \times 14$ . 12 columns with description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-329-12.** Consists of 100 Form 329-12 sheets and 1 No. 3729 Class W Binder.

**Form 329A-12.** Size of sheet  $11 \times 14$ . 12 columns without description column. Price per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{3}{8}$ -inch slit holes, 7-inch centers.

**Form 329-20.** Size of sheet  $11 \times 14$ . 20 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{3}{8}$ -inch slit holes, 7-inch centers

**Form 330-6.** Size of sheet  $11 \times 14$ . 6 columns divided. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-6.** Consists of 75 Form 330-6 sheets and 1 No. 3630 Class W Binder.

**Form 330A-6.** Size of sheet  $11 \times 14$ . 6 columns without description column. Price per 100, \$ ; per box 500, \$

**Form 330-8.** Size of sheet  $11 \times 14$ . 8 columns with description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-8.** Consists of 75 Form 330-8 sheets and 1 No. 3630 Class W Binder.

**Form 330A-8.** Size of sheet  $11 \times 14$ . 8 columns divided. Price per 100, \$ ; per box 500, \$

**Form 330-10.** Size of sheet  $11 \times 14$ . 10 columns with description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-10.** Consists of 75 Form 330-10 sheets and 1 No. 3630 Class W Binder.

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2\frac{3}{4}$ -inch centers.

**Form 330-12.** Size of sheet  $11 \times 14$ . 12 columns without description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-12.** Consists of 75 Form 330-12 sheets and 1 No. 3630 Class W Binder.

**Form 330-14.** Size of sheet  $11 \times 14$ . 14 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Form 330A-16.** Size of sheet  $11 \times 14$ . 16 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Form 330-18.** Size of sheet  $11 \times 14$ . 18 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2\frac{3}{4}$ -inch centers.

**Form 330-19.** Size of sheet  $11 \times 14$ . 19 columns divided; Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-19.** Consists of 75 Form 330-19 sheets and 1 No. 3630 Class W Binder.

**Form 330-20.** Size of sheet  $11 \times 14$ . 20 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-20.** Consists of 75 Form 330-20 sheets and 1 No. 3630 Class W Binder.

**Punching.** Four  $\frac{1}{4}$ -inch slit holes,  $2\frac{3}{4}$ -inch centers.

**Form 330A-20.** Size of sheet  $11 \times 14$ . 20 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Form 330-16.** Size of sheet  $11 \times 14$ . Stock Record with description column. Form similar to 330-38 Left on next page. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-16.** Consists of 75 Form 330-16 sheets and 1 No. 3630 Class W Binder.

## ADAPTO COLUMNAR FORMS.

**Form 330-22.** Size of sheet 11x14. Stock Record without description column. Form similar to No. 330-35 Right, shown above. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-22.** Consists of 75 Form 330-22 sheets and 1 No. 3630 Class W Binder, \$

**Form 330-38.** Size of sheet 11x14. Stock Record with description column. Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-330-38.** Consists of 75 Form 330-38 sheets and 1 No. 3630 Class W Binder, \$

**Punching.** Four  $\frac{1}{8}$ -inch slit holes, 2 $\frac{3}{4}$ -inch centers.

**Form 360-8.** Size of sheet 11x17. 8 columns divided. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-8.** Consists of 75 Form 360-8 sheets and 1 No. 3660 Class W Binder, \$

**Form 360A-8.** Size of sheet, 11x17. 8 columns divided. Price per 100, \$ ; per box 500, \$

**Form 360-10.** Size of Sheet 11x17. 10 columns with description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-10.** Consists of 75 Form 360-10 sheets and 1 No. 3660 Class W Binder, \$

**Form 360-12.** Size of sheet 11x17. 12 columns with description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-12.** Consists of 75 Form 360-12 sheets and 1 No. 3660 Class W Binder, \$

**Form 360-14.** Size of sheet 11x17. 14 columns without description column. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-14.** Consists of 75 Form 360-14 sheets and 1 No. 3660 Class W Binder, \$

**Punching.** Four  $\frac{1}{8}$ -inch slit holes, 2 $\frac{3}{4}$ -inch centers.

**Form 360A-20.** Size of sheet 11x17. 20 columns with two description columns. Folio style. Price per 100 \$ ; per box 500 \$

**Form 360-22.** Size of sheet 11x17. 22 columns divided; Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-22.** Consists of 75 Form 360-22 sheets and 1 No. 3660 Class W Binder, \$

**Punching.** Four  $\frac{1}{8}$ -inch slit holes, 2 $\frac{3}{4}$ -inch centers.

**Form 360A-22.** Size of sheet 11x17. 22 columns divided. Folio style. Price per 100 \$ ; per box 500 \$

**Form 360-24.** Size of sheet 11x17. 24 columns with description column; Folio style. Price per 100, \$ ; per box 500, \$

**Outfit 0-360-24.** Consists of 75 Form 360-24 sheets and 1 No. 3660 Class W Binder, \$

**Punching.** Four  $\frac{1}{8}$ -inch slit holes, 2 $\frac{3}{4}$ -inch centers

## RECAPITULATION BLANKS.

Made on a Medium Grade of White Bond Paper.

**Form C-130.** Sheet size 11 $\frac{1}{4}$ x11 $\frac{1}{2}$  inches. Price. Per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{1}{8}$ -inch slit holes, 7-inch centers.

**Binders.** Class F, No. 5232; Class E, No. 5032; Class O, No. 5932; Class MD, No. M-4232 and MC, No. M-4032.

**Form C-129.** Sheet size 8 $\frac{1}{2}$ x11 inches. Price. Per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{1}{8}$ -inch round holes, 4 $\frac{1}{4}$ -inch centers.

**Binders.** Class J, No. 440; Class L, No. 540.

**Form C-84.** Sheet size 11x8 $\frac{1}{2}$  inches. Price. Per 100, \$ ; per box 500, \$

**Form C-87.** Sheet size 11x8 $\frac{1}{2}$  inches. Price. Per 100, \$ ; per box 500, \$

**Punching.** Three  $\frac{1}{8}$ -inch round holes, 4 $\frac{1}{4}$ -inch centers

**Binders.** Price Books, Nos. 513, 514, 2713 and 2714. Ring Binders, Nos. 701, 701 $\frac{1}{2}$ , 801 and 801 $\frac{1}{2}$ .

**Form C-85.** Sheet size 8 $\frac{1}{2}$ x11 inches. Price. Per 100, \$ ; per box 500, \$

**Punching.** Three  $\frac{1}{8}$ -inch round holes, 2 $\frac{3}{4}$ -inch centers.

**Binders.** Price Books, Nos. 613 and 614. Ring Binders, Nos. 1701, 1701 $\frac{1}{2}$ , 1801 and 1801 $\frac{1}{2}$ .

**Form C-128.** Sheet size 6x9 $\frac{1}{2}$  inches. Price. Per 100, \$ ; per box 500, \$

**Punching.** Two  $\frac{1}{8}$ -inch round holes, 2 $\frac{3}{4}$ -inch centers.

**Binders.** Class J, No. 437; Class L, No. 537; Class Y, No. 2437 Transfer Binder.

You are invited to visit our establishment when in Joplin

## COMMERCIAL ACCOUNTING FORMS.

ACCOUNTING OUTFIT—No. O-17.

Sheet Size,  $9\frac{1}{4} \times 11\frac{1}{8}$ .

Price, complete, \$.....

**Index.** Celluloid tabs lettered as follows:  
**Cash Receipts, Checks Issued, Bank Statement, Petty Cash Disbursements, Invoices Payable, Distribution of Invoices, Journal, Sales Analysis.**

The forms listed below comprise a complete set of accounting records for almost any line of business. The forms are of a uniform size and allow for the small business to carry the entire set in one binder. In the larger business the forms may be divided and carried in two or more binders, depending entirely upon the number of clerks handling the work. These forms are all shown on this and the following 4 pages. In addition to the forms in this list are shown many supplementary forms which can be assembled with the outfit in order to broaden its scope and provide a complete set of records. This outfit and the supplementary forms furnish forms for almost any record keeping requirement.

**Form C-7.** Record of Cash Received, 25 sheets.

**Form C-8.** Record of Checks Drawn, 25 sheets.

**Form C-9.** Daily Bank Statement, 25 sheets.

**Form C-19.** Petty Cash Disbursements, 25 sheets.

**Form C-20.** Record of Invoices, 25 sheets.

**Form C-21.** Unit Distribution of Invoices, 25 sheets.

**Form C-22.** Journal, 25 sheets.

**Form 317-4.** Columnar Sales Summary, 25 sheets.

**No. XO-17.** Index, 8 division.

**No. 5717.** Class F Top Lock Sectional Post Binder.



RECORD OF CASH RECEIVED—Form C-7.									
Ruled and Printed Two Sides on No. 1 Grade Linen Ledger Paper, Buff Color.									
This form is used for the recording of all incoming cash and provides for the proper distribution of amounts to be credited to "Customers", "Cash Sales" or other miscellaneous sources.									
The form also provides the necessary columns to record in detail the net receipts chargeable to the "Bank" and the "Daily Total" of cash received.									
The "Discount Allowed" column records the amounts of discount allowed to customers, whereas, the "General Ledger" division records all allowances made to customers other than "Discount".									
Form C-7. Sheet size, $9\frac{1}{4} \times 11\frac{1}{8}$ inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ . Punching. Four slit holes, $\frac{1}{8}$ -inch diameter, $2\frac{3}{8}$ -inch centers.									
Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.									

## RECORD OF CHECKS DRAWN—FORM C-8.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

This form is used for the recording of all disbursements by check only and is a complete numerical record of the checks issued. The use of this form dispenses with the old fashioned stub check book, thereby saving the writing of the stub.

Inactive accounts are entered under the head of "General Ledger" and are posted individually to the accounts affected, whereas, the six blank columns are headed according to requirements and are posted in total at the end of each month.

**Form C-8.** Sheet size,  $9\frac{1}{4} \times 11\frac{1}{8}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

**Punching.** Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{8}$ -inch centers.

**Binders.** Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

RECORD OF CHECKS DRAWN—Form C-8.									
Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.									
This form is used for the recording of all disbursements by check only and is a complete numerical record of the checks issued.									
Inactive accounts are entered under the head of "General Ledger" and are posted individually to the accounts affected, whereas, the six blank columns are headed according to requirements and are posted in total at the end of each month.									
Form C-8. Sheet size, $9\frac{1}{4} \times 11\frac{1}{8}$ inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .									
Punching. Four slit holes, $\frac{1}{8}$ -inch diameter, $2\frac{3}{8}$ -inch centers.									
Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.									

Above,  
Right Hand Page.

To Left,  
Left Hand Page.

PETTY CASH DISBURSEMENTS—FORM C-19.									
Ruled and Printed Two Sides on a High Grade Ledger Paper, Buff Color.									
This form is used to record the payment of small amounts for which checks are not drawn. A fund should be provided of an even amount, say \$25.00, and the disbursements made from this amount. The "Change" division provides five blank columns to care for active distributions and are headed according to requirements. Inactive distributions are entered in the "General Ledger" column and posted daily to the accounts affected in the "General Ledger".									
Form C-19. Sheet size, $9\frac{1}{4} \times 11\frac{1}{8}$ inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ . Punching. Four slit holes, $\frac{1}{8}$ -inch diameter, $2\frac{3}{8}$ -inch centers.									
Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.									

## PETTY CASH DISBURSEMENTS—FORM C-19.

Ruled and Printed Two Sides on a High Grade Ledger Paper, Buff Color.

This form is used to record the payment of small amounts for which checks are not drawn. A fund should be provided of an even amount, say \$25.00, and the disbursements made from this amount. The "Change" division provides five blank columns to care for active distributions and are headed according to requirements. Inactive distributions are entered in the "General Ledger" column and posted daily to the accounts affected in the "General Ledger".

**Form C-19.** Sheet size,  $9\frac{1}{4} \times 11\frac{1}{8}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ . Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{8}$ -inch centers.

**Binders.** Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## COMMERCIAL ACCOUNTING FORMS.

*DAILY BANK STATEMENT, First National Bank, Month of January 19*

DATE	DEPOSIT	WITHDRAWAL	BALANCE
1/1	100.00		100.00
1/2	50.00		150.00
1/3	25.00		175.00
1/4	10.00		185.00
1/5		10.00	175.00
1/6		5.00	170.00
1/7		5.00	165.00
1/8		5.00	160.00
1/9		5.00	155.00
1/10		5.00	150.00
1/11		5.00	145.00
1/12		5.00	140.00
1/13		5.00	135.00
1/14		5.00	130.00
1/15		5.00	125.00
1/16		5.00	120.00
1/17		5.00	115.00
1/18		5.00	110.00
1/19		5.00	105.00
1/20		5.00	100.00
1/21		5.00	95.00
1/22		5.00	90.00
1/23		5.00	85.00
1/24		5.00	80.00
1/25		5.00	75.00
1/26		5.00	70.00
1/27		5.00	65.00
1/28		5.00	60.00
1/29		5.00	55.00
1/30		5.00	50.00
1/31		5.00	45.00

## DAILY BANK STATEMENT.

FORM C-9.

Ruled and Printed One Side Only on a High Grade Ledger Paper, Buff Color.

This form is for memorandum use only and is furnished for the purpose of keeping a daily record of the bank account.

It is also helpful in reconciling "Your Balance" with the "Bank Balance" at the end of each month, and provides a division to record the checks outstanding.

Form C-9. Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## RECORD OF INVOICES.

FORM C-20.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

This form provides for the recording and distribution of all incoming invoices for purchases whether Merchandise, Machinery, Tools, Fixtures or any and all other equipment; also items of Expense, Insurance, Taxes, Telephone, Telegraph, etc.

Form C-20. Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

*RECORD OF INVOICES, Month of January 19*

DATE	DESCRIPTION	AMOUNT	REMARKS
1/1	Smith Brothers	100.00	
1/2	Johnson & Co.	50.00	
1/3	Miller Bros.	25.00	
1/4	Anderson & Co.	10.00	
1/5	Wilson & Co.	5.00	

Above, Right Hand Page.

To Left, Left Hand Page.

*RECORD OF INVOICES, Month of January 19*

DATE	DESCRIPTION	AMOUNT	REMARKS
1/1	Smith Brothers	100.00	
1/2	Johnson & Co.	50.00	
1/3	Miller Bros.	25.00	
1/4	Anderson & Co.	10.00	
1/5	Wilson & Co.	5.00	

## DISTRIBUTION OF INVOICES.

FORM C-21.

Ruled and Printed Two Sides on No. 1 Grade Linen Ledger Paper, Buff Color.

This form provides for the distribution of all purchases where an explanation is desired and is a companion record to No. C-20.

A sheet is used for each account or distribution, and is worked on the unit idea.

This form is used simply as a distribution of the amounts as entered on Form No. C-20, only that it describes in detail the articles purchased and the nature of the expenses incurred, and enables the user to make one posting to the ledger account instead of several during the month.

Form C-21. Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## JOURNAL ENTRIES.

FORM C-22.

Ruled and Printed Two Sides on a High Grade Ledger Paper, Buff Color.

The Journal is a record of original entry and used for opening entries, adjusting accounts, transfer of values from one account to another, and for closing entries.

Form C-22. Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

*JOURNAL ENTRIES, Month of January 19*

DATE	DESCRIPTION	AMOUNT	REMARKS
1/1	Smith Brothers	100.00	
1/2	Johnson & Co.	50.00	
1/3	Miller Bros.	25.00	
1/4	Anderson & Co.	10.00	
1/5	Wilson & Co.	5.00	

## PROPERTY TAX RECORD.

FORM C-272.

Ruled and Printed One Side Only on No. 2 Grade White Ledger Paper.

The Property Tax Record is a convenient form upon which to record "property taxes."

The form provides a division to record a full description of the property assessed, valuation of the land and improvements, lot or section, block or township, the total valuation, rate of tax and the total amount of the taxes, and the date paid. A sheet is used for each city and county, and filed in a sectional post binder and arranged in any manner best suited to the users' requirements.

Form C-272. Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

*PROPERTY TAX RECORD, Chicago, Illinois - Cook County*

TAX RECORD, YEARS 1924-1925

DATE	DESCRIPTION	AMOUNT	REMARKS
1/1	Smith Brothers	100.00	
1/2	Johnson & Co.	50.00	
1/3	Miller Bros.	25.00	
1/4	Anderson & Co.	10.00	
1/5	Wilson & Co.	5.00	

Punching. Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## COMMERCIAL ACCOUNTING FORMS.

MONTH OF *January* 19

ASSETS	THIS MONTH		LAST MONTH	
	DEBIT	CREDIT	DEBIT	CREDIT
CASH	100.00		100.00	
RECEIVABLE	200.00		200.00	
INVENTORY	150.00		150.00	
FIXED ASSETS	50.00		50.00	
<b>TOTAL</b>	<b>500.00</b>		<b>500.00</b>	
LIABILITIES				
ACCOUNTS PAYABLE		100.00		100.00
SALES TAX		50.00		50.00
LOAN		350.00		350.00
<b>TOTAL</b>		<b>500.00</b>		<b>500.00</b>

Illustration to the left shows Left Hand Page of Form C-23. Illustration does not show binding margin and the 4 slit holes for binding.

*January* BALANCE SHEET

LIABILITIES	THIS MONTH		LAST MONTH	
	DEBIT	CREDIT	DEBIT	CREDIT
ACCOUNTS PAYABLE		100.00		100.00
SALES TAX		50.00		50.00
LOAN		350.00		350.00
<b>TOTAL</b>		<b>500.00</b>		<b>500.00</b>

Illustration to right shows Right Hand Page of Form C-23. Illustration does not show binding margin and the 4 slit holes.

## BALANCE SHEET—FORM C-23.

Ruled and Printed Two Sides Different on a High Grade Ledger Paper, Buff Color.

This form is designed for the purpose of recording the balances of the Asset and Liability accounts carried in the "General Ledger". In conjunction with Form No. C-24 the "Operating Statement" a report is provided to show the financial condition of the business at the end of an accounting period whether it be monthly, quarterly, semi-annually or annually.

The "Balance Sheet" is divided—the left hand page records the value of the "Assets", the right hand page records the "Liabilities".

The columns headed "This Month" and "Last Month" furnish a statement of value for comparative purposes.

The accounts are opened and arranged numerically in the "General Ledger" to correspond with the accounts as they appear on the "Balance Sheet". This plan enables the user to draw off the figures from the ledger to the "Balance Sheet" and to properly classify the different accounts in their numerical order.

Extra Account Numbers have been provided under each classification to care for additional or special accounts required.

For "Operating Statement" see Form No. C-24.

Form C-23. Sheet size 9 1/4 x 11 3/4 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$

Punching. Four slit holes, 1/8-inch diameter, 2 3/8-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class Me, No. M-4517 and Class MD, No. M-4717.

RECORD OF REAL ESTATE—FORM C-273.

*Chambers Apartments*

1000 North Main Street, St. Louis, Mo.

Owner: *Chambers Apartments Co.*

Manager: *John A. Chambers*

RENTAL ROLL

NAME	RENT	DATE	REMARKS
<i>John A. Chambers</i>	<i>100.00</i>	<i>1/1/25</i>	<i>First month's rent</i>
<i>John A. Chambers</i>	<i>100.00</i>	<i>2/1/25</i>	<i>Second month's rent</i>

## RECORD OF REAL ESTATE—FORM C-273.

Ruled and Printed Two Sides Different on No. 3 Grade White Linen Ledger Paper.

This form is designed to record the complete description of real estate owned or controlled by an individual.

On the reverse side of the form the record is made of the receipts and the expenses applied against the property.

This enables the user to obtain the necessary data pertaining to the income and expense of each piece of "real estate".

Form C-273. Sheet size 9 1/4 x 11 3/4 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$

Punching. Four slit holes 1/8-inch diameter, 2 3/8-inch centers

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517; and Class MD, No. M-4717.

## COMMERCIAL ACCOUNTING FORMS.

INCOME ACCOUNT MONTH OF January 31<sup>st</sup> 1925

ACCT. NO.	REVENUES AND COST OF SALES	THIS YEAR	LAST YEAR	TOTAL TO DATE	LAST YEAR
1	SALES	125,000	125,000	250,000	250,000
2	Discounts	1,000	1,000	2,000	2,000
3	Commission	1,000	1,000	2,000	2,000
4	Expenses	1,000	1,000	2,000	2,000
5	Profit	122,000	122,000	244,000	244,000
6	Loss				
7	Net Profit	122,000	122,000	244,000	244,000
8	Net Loss				
9	Net Profit or Loss	122,000	122,000	244,000	244,000

Illustration to left shows Left Hand Page of Form C-24. Illustration does not show binding margin and the 4 slot holes.

EXPENSES MONTH OF January 31<sup>st</sup> 1925

ACCT. NO.	EXPENSES	THIS YEAR	LAST YEAR	TOTAL TO DATE	LAST YEAR
101	GENERAL EXPENSES	1,000	1,000	2,000	2,000
102	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
103	LIGHT AND HEAT	1,000	1,000	2,000	2,000
104	WATER AND SINKS	1,000	1,000	2,000	2,000
105	INTEREST	1,000	1,000	2,000	2,000
106	TAXES	1,000	1,000	2,000	2,000
107	INSURANCE	1,000	1,000	2,000	2,000
108	POSTAGE	1,000	1,000	2,000	2,000
109	TELEPHONE	1,000	1,000	2,000	2,000
110	TRAVEL AND FREIGHT	1,000	1,000	2,000	2,000
111	REPAIRS AND MAINTENANCE	1,000	1,000	2,000	2,000
112	WAGES AND SALARIES	1,000	1,000	2,000	2,000
113	COMMISSIONS	1,000	1,000	2,000	2,000
114	ADVERTISING	1,000	1,000	2,000	2,000
115	STATIONERY AND OFFICE SUPPLIES	1,000	1,000	2,000	2,000
116	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
117	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
118	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
119	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
120	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
121	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
122	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
123	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
124	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
125	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
126	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
127	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
128	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
129	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
130	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
131	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
132	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
133	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
134	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
135	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
136	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
137	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
138	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
139	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
140	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
141	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
142	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
143	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
144	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
145	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
146	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
147	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
148	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
149	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
150	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
151	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
152	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
153	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
154	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
155	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
156	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
157	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
158	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
159	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
160	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
161	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
162	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
163	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
164	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
165	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
166	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
167	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
168	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
169	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
170	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
171	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
172	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
173	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
174	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
175	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
176	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
177	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
178	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
179	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
180	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
181	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
182	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
183	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
184	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
185	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
186	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
187	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
188	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
189	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
190	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
191	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
192	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
193	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
194	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
195	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
196	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
197	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
198	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000
199	RENT - LAND AND BUILDING	1,000	1,000	2,000	2,000
200	RENT - STORES AND OFFICES	1,000	1,000	2,000	2,000

Illustration to right shows Right Hand Page of Form C-24. Illustration does not show binding margin and 4 slot holes.

## OPERATING STATEMENT—FORM C-24.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

This form is designed for the purpose of recording the balances of the "Income" and "Expense" accounts carried in the "General Ledger". In conjunction with Form No. C-23 the "Balance Sheet" a statement is provided to show the financial condition of the business whether it be monthly, quarterly, semi-annually or annually.

The "Operating Statement" is divided—the left hand page records the "Sales", "Miscellaneous Revenues" and the "Cost of Sales" whereas the right hand page records all expense accounts.

The statement also provides four columns to record the figures for the Month, This Year and Last Year, also the "Total to Date" This Year and Last Year and is of value for comparative purposes.

Extra account numbers have been provided under each classification to care for additional or special accounts required.

For "Balance Sheet" see Form No. C-23.

Form C-24. Sheet size 9 1/4 x 11 3/8 inches. Price; per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$

Punching. Four slit holes, 1/8-inch diameter, 2 3/8-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class Mc, No. M-4517 and Class MD, No. M-4717.

## RECORD OF STOCKS AND BONDS—FORM C-271.

Ruled and Printed Two Sides Different on No. 2 Grade White Linen Ledger Paper.

This is a Combined Stock and Bond Record and used by an individual for the recording of bonds or stocks purchased or sold.

The records are filed in a binder and arranged alphabetically by name. An A to Z index being used to facilitate quick reference to any of the stocks or bonds.

Form C-271. Sheet size 9 1/4 x 11 3/8 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$

Punching. Four slit holes, 1/8-inch diameter, 2 3/8-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

RECORD OF STOCKS AND BONDS

NAME The New York Edison Co

DESCRIPTION First Lien & Refunding Mortgage Gold Bonds

DATE OF ISSUE Oct 1st 1924 DATE OF MATURITY Oct 1st 1944 INTEREST 5% DIVIDEND 5%

AMOUNT \$ 1000.

DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE	AMOUNT
1924	1000	1925	1000	1926	1000	1927	1000	1928	1000
1929	1000	1930	1000	1931	1000	1932	1000	1933	1000
1934	1000	1935	1000	1936	1000	1937	1000	1938	1000
1939	1000	1940	1000	1941	1000	1942	1000	1943	1000
1944	1000	1945	1000	1946	1000	1947	1000	1948	1000
1949	1000	1950	1000	1951	1000	1952	1000	1953	1000
1954	1000	1955	1000	1956	1000	1957	1000	1958	1000
1959	1000	1960	1000	1961	1000	1962	1000	1963	1000
1964	1000	1965	1000	1966	1000	1967	1000	1968	1000
1969	1000	1970	1000	1971	1000	1972	1000	1973	1000
1974	1000	1975	1000	1976	1000	1977	1000	1978	1000
1979	1000	1980	1000	1981	1000	1982	1000	1983	1000
1984	1000	1985	1000	1986	1000	1987	1000	1988	1000
1989	1000	1990	1000	1991	1000	1992	1000	1993	1000
1994	1000	1995	1000	1996	1000	1997	1000	1998	1000
1999	1000	2000	1000	2001	1000	2002	1000	2003	1000
2004	1000	2005	1000	2006	1000	2007	1000	2008	1000
2009	1000	2010	1000	2011	1000	2012	1000	2013	1000
2014	1000	2015	1000	2016	1000	2017	1000	2018	1000
2019	1000	2020	1000	2021	1000	2022	1000	2023	1000
2024	1000	2025	1000	2026	1000	2027	1000	2028	1000
2029	1000	2030	1000	2031	1000	2032	1000	2033	1000
2034	1000	2035	1000	2036	1000	2037	1000	2038	1000
2039	1000	2040	1000	2041	1000	2042	1000	2043	

## COMMERCIAL ACCOUNTING FORMS.

**CAR RECORD**

Make of Car *Studebaker* Date Sold *January 15-1925*  
 Name of Dealer *Studebaker Corp* Name of Buyer *Chas. H. Barker*  
 Address of Dealer *30 Bond* Address of Buyer *1103 Morgan Ave*  
 License No. *726372* Make of Car *Studebaker* Year *1925*  
 Model *6-2* Color *Black* Price *705.00*  
 Dealer's Price *725.00* Dealer's Cost *530.00* Dealer's Profit *195.00*  
 Dealer's Commission *10.00* Dealer's Expenses *10.00* Dealer's Total *745.00*  
 Dealer's Net Profit *195.00* Dealer's Gross Profit *195.00* Dealer's Net Profit *195.00*  
 Dealer's Commission *10.00* Dealer's Expenses *10.00* Dealer's Total *745.00*  
 Dealer's Net Profit *195.00* Dealer's Gross Profit *195.00* Dealer's Net Profit *195.00*

Make of Car *Maxwell* Date Sold *25*  
 Name of Dealer *Spine Tire, Bumper, Spot Light* Name of Buyer *Chas. H. Barker*  
 Address of Dealer *30 Bond* Address of Buyer *1103 Morgan Ave*  
 License No. *726372* Make of Car *Maxwell* Year *1925*  
 Model *6-2* Color *Black* Price *705.00*  
 Dealer's Price *725.00* Dealer's Cost *530.00* Dealer's Profit *195.00*  
 Dealer's Commission *10.00* Dealer's Expenses *10.00* Dealer's Total *745.00*  
 Dealer's Net Profit *195.00* Dealer's Gross Profit *195.00* Dealer's Net Profit *195.00*

## CAR RECORD.

## FORM C-254.

Ruled and Printed One Side Only on No. 2 Grade White Linen Ledger Paper.

This is a Subsidiary Record and designed for the use of an automobile dealer, to record all new and used cars received and sold.

The form provides divisions to record a full description of cars received and to whom sold and all data pertaining to service given, cost, selling and the net profit.

Form C-254. Sheet size, 9 1/4 x 11 3/4 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes, 1/4-inch diameter, 2 3/4-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## TIRE RECORD.

## FORM C-255.

Ruled and Printed Two Sides Different on No. 2 Grade White Linen Ledger Paper.

The form is used by automobile dealers or by those who are engaged in the manufacture or sale of tires of every description. The form is designed for the purpose of determining the tires received, sold and "on hand."

Form C-255. Sheet size, 9 1/4 x 11 3/4 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes, 1/4-inch diameter, 2 3/4-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

**TIRE RECORD**

Sheet No. *1*

Size *32x4*  
 Style *Cord*  
 Make *Firestone*

DATE	QUANTITY	RECEIVED	DATE	QUANTITY	RECEIVED	DATE	QUANTITY	RECEIVED	
1/23	40	1/23	40	1/23	40	1/23	40	1/23	40
1/29	5	1/29	5	1/29	5	1/29	5	1/29	5
1/29	4	1/29	4	1/29	4	1/29	4	1/29	4

## INSTALLMENT LEDGER.

## FORM C-248.

Ruled and Printed Two Sides Different on a High Grade White Ledger Paper.

The operation of this form is the same as the ordinary Customers' Ledger. On this form a division has been provided to record the various "Charges" or "Contracts" and another division is provided to record the weekly, semi-monthly or monthly payments. The payment division is continued on the reverse side of the sheet and provides a record of payments extending over three years on the weekly plan.

An outstanding feature of this form is the "Collection Day" (1 to 31) printed at head of sheet. The plan is to use signals of alternate colors to designate the "Collection Day", thereby eliminating the necessity of running through the entire ledger to locate accounts due on certain days.

This form may be used advantageously by retailers of: Furniture, Pianos, Victrolas, Radios, Washing Machines, Vacuum Cleaners; in fact any one doing an installment business.

Form C-248. Sheet size, 9 1/4 x 11 3/4 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Punching. Four slit holes, 1/4-inch diameter, 2 3/4-inch centers.

Binders. Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517 and Class MD, No. M-4717.

## INSURANCE RECORD.

## FORM C-265.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

The Insurance Record is designed for the purpose of recording all the insurance carried by a business. The form is also of value to an insurance agent, as it calls his attention to the expiration date of each and every policy.

The record provides a condensed statement of all the policies issued and furnishes a distribution of the policy such as Fire, Tornado, Liability, etc., and also provides a division to record the amount of the monthly premium that is chargeable to expense for the current year and also the amount of premium chargeable to expense for the following years.

Form C-265. Sheet size, 11x14 inches. Price, per 25 sheets, \$ ; per 100 sheets, \$ ; per box of 500, \$ .

Punching. Two slit holes, 3/8-inch diameter, 7-inch centers.

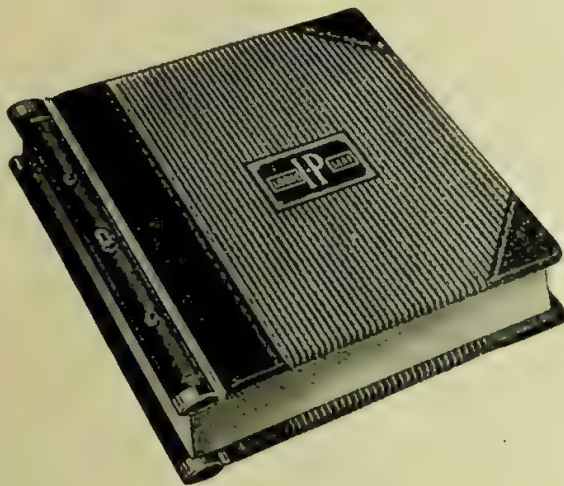
Binders. Class E, No. 5029 and Class F, No. 5229; Class O, No. 5929; Class MD, No. M-1229.

**INSURANCE RECORD**

NAME *Studebaker*  
 ADDRESS *30 Bond*  
 REMARKS *726372*

DATE	QUANTITY	RECEIVED	DATE	QUANTITY	RECEIVED	DATE	QUANTITY	RECEIVED	
1/23	40	1/23	40	1/23	40	1/23	40	1/23	40
1/29	5	1/29	5	1/29	5	1/29	5	1/29	5
1/29	4	1/29	4	1/29	4	1/29	4	1/29	4

## THE A B C BOOKKEEPING SYSTEM.



A simplified bookkeeping outfit for small merchants, manufacturers, artisans, etc., designed to provide all the essential information for making up tax returns and to establish a valuable guide to successful management.

The Record of Cash Received is so arranged that the cash received from cash sales, charge sales and receipts from sundry sources are kept separate.

The Record of Cash Paid Out provides separate columns for Expenses, Merchandise and Sundry Items.

The Sales Summary Sheet is used for a distribution of cash and charge sales by clerks or departments and to show the cumulative totals of these sales day by day.

The Record of Cash Balances is arranged to receive the totals from the Records of Cash Received and Cash Paid Out and to show the balance of cash on hand at the close of the day.

The Inventory is a practical inventory form, providing a record of stock, fixtures, delivery equipment, etc., which is essential to the making of an accurate business statement.

The Business Statement. All the forms lead up to the complete Business Statement which is prepared at periodical intervals and shows the profit and loss and the financial condition of the business.

### A LIST OF THE A B C BOOKKEEPING FORMS.

Sheet size, 11x11 inches. PUNCHING. Two slit holes,  $\frac{3}{8}$ -inch diameter, 7-inch centers.

Form C-290. Record of Cash Received.

Form C-291. Record of Cash Paid Out.

Form C-292. Record of Cash Balances.

Form C-293. Sales Summary.

Form C-294. Business Statement.

Form C-295. Inventory.

### COMPLETE A B C BOOKKEEPING OUTFIT.

Consists of one No. 5226 Class F Sectional Post Binder, as shown in the illustration above, one set of leather tabbed indexes, one for each form, 50 Form C-290, 50 Form C-291, 10 Form C-292, 25 Form C-293, 5 Form C-294, 100 Form C-295.

Form C-290. Record of Cash Received.

Record of CASH RECEIVED, Month of January, 1919

DATE	RECEIVED FROM	AMOUNT	CASH	CHARGE	SALES	RECEIPTS	TOTAL
1/1	R. M. Hudson						
1/2	E. A. Adams						
1/3	J. M. Adams						
1/4	J. E. Adams						
1/5	J. M. Adams						
1/6	J. M. Adams						
1/7	J. M. Adams						
1/8	J. M. Adams						
1/9	J. M. Adams						
1/10	J. M. Adams						
1/11	J. M. Adams						
1/12	J. M. Adams						
1/13	J. M. Adams						
1/14	J. M. Adams						
1/15	J. M. Adams						
1/16	J. M. Adams						
1/17	J. M. Adams						
1/18	J. M. Adams						
1/19	J. M. Adams						
1/20	J. M. Adams						
1/21	J. M. Adams						
1/22	J. M. Adams						
1/23	J. M. Adams						
1/24	J. M. Adams						
1/25	J. M. Adams						
1/26	J. M. Adams						
1/27	J. M. Adams						
1/28	J. M. Adams						
1/29	J. M. Adams						
1/30	J. M. Adams						
1/31	J. M. Adams						

Form C-290.

#### Record of Cash Received.

The daily total of the cash sales is entered in one item from the totals shown by the cash register or cash tickets. The amounts paid by charge customers are entered separately under the heading "Collection of Accounts."

Form C-291.

#### Record of Cash Paid Out.

Only three divisions of cash paid out are provided in this simple form—"General Expense," "Merchandise" and "Sundry Payments." Should a finer classification of the entries under these groups be required it can be provided by using sales summary sheets (see Form C-294).

Form C-291. Record of Cash Paid Out.

Record of CASH PAID OUT, Month of January, 1919

DATE	PAID TO	AMOUNT	GENERAL	MERCH	SUNDY	TOTAL
1/1	L. E. G. M. Co					
1/2	Central Produce Co					
1/3	Central Produce Co					
1/4	Central Produce Co					
1/5	Central Produce Co					
1/6	Central Produce Co					
1/7	Central Produce Co					
1/8	Central Produce Co					
1/9	Central Produce Co					
1/10	Central Produce Co					
1/11	Central Produce Co					
1/12	Central Produce Co					
1/13	Central Produce Co					
1/14	Central Produce Co					
1/15	Central Produce Co					
1/16	Central Produce Co					
1/17	Central Produce Co					
1/18	Central Produce Co					
1/19	Central Produce Co					
1/20	Central Produce Co					
1/21	Central Produce Co					
1/22	Central Produce Co					
1/23	Central Produce Co					
1/24	Central Produce Co					
1/25	Central Produce Co					
1/26	Central Produce Co					
1/27	Central Produce Co					
1/28	Central Produce Co					
1/29	Central Produce Co					
1/30	Central Produce Co					
1/31	Central Produce Co					

Form C-292.

#### Record of Cash Balances.

This form is a Proof Sheet of your entries. It shows at a glance your financial standing at the end of each day's business and proves your Cash Received and Cash Paid Out forms.

Form C-292. Record of Cash Balances.

January 11, 1919

DATE	CASH RECEIVED	CASH PAID OUT	CASH BALANCE
1/1			
1/2			
1/3			
1/4			
1/5			
1/6			
1/7			
1/8			
1/9			
1/10			
1/11			
1/12			
1/13			
1/14			
1/15			
1/16			
1/17			
1/18			
1/19			
1/20			
1/21			
1/22			
1/23			
1/24			
1/25			
1/26			
1/27			
1/28			
1/29			
1/30			
1/31			

## A B C BOOKKEEPING SYSTEM—Continued.

## Form C-295. Inventory.

Every Merchant must take an Inventory at some time during the year. This system provides for the inventory with this form in the binder with the other vital business records.

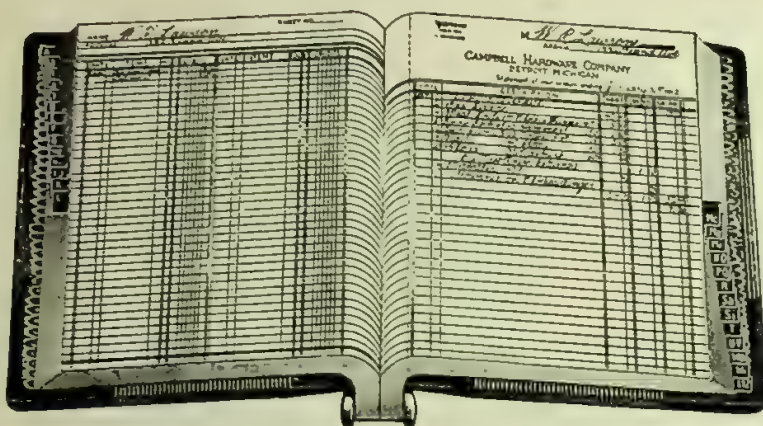
INVENTORY									
Date Jan 1, 1919 Inventory of <u>Canned Goods</u>									
Entered by <u>H. I.</u> Extended by <u>L. G.</u> Verified by <u>H. I.</u>									
STOCK NUMBER	DESCRIPTION	QUANTITY	PRICE	PER	EXTENSION	TOTAL			
	No. 2 Big Kid Corned	1 1/2 doz	1.25		1.88				
	No. 3 Big Kid Corned	2 doz	2.00		4.00				
	No. 1 Potato Tups	1 1/2 doz	.75		1.13				
	No. 1 Delmonte Sauce	1 doz	.40		.40				

## Form C-293. Sales Summary.

This form is purposely left with blank headings so that totals of Cash Sales and Charge Sales as well as for totaling the sales of each clerk or the sales by Departments or class of merchandise, should that information be desired.

Sales Summary - January - 1919														
Jan 8					Jan 9					Jan 10				
No.	Dept.	QTY.	PRICE	EXT.	No.	Dept.	QTY.	PRICE	EXT.	No.	Dept.	QTY.	PRICE	EXT.
112		100	.30	30.00	113		100	.30	30.00	114		100	.30	30.00
115		100	.30	30.00	116		100	.30	30.00	117		100	.30	30.00
118		100	.30	30.00	119		100	.30	30.00	120		100	.30	30.00
121		100	.30	30.00	122		100	.30	30.00	123		100	.30	30.00
124		100	.30	30.00	125		100	.30	30.00	126		100	.30	30.00
127		100	.30	30.00	128		100	.30	30.00	129		100	.30	30.00
130		100	.30	30.00	131		100	.30	30.00	132		100	.30	30.00
133		100	.30	30.00	134		100	.30	30.00	135		100	.30	30.00
136		100	.30	30.00	137		100	.30	30.00	138		100	.30	30.00
139		100	.30	30.00	140		100	.30	30.00	141		100	.30	30.00
142		100	.30	30.00	143		100	.30	30.00	144		100	.30	30.00
145		100	.30	30.00	146		100	.30	30.00	147		100	.30	30.00
148		100	.30	30.00	149		100	.30	30.00	150		100	.30	30.00
151		100	.30	30.00	152		100	.30	30.00	153		100	.30	30.00
154		100	.30	30.00	155		100	.30	30.00	156		100	.30	30.00
157		100	.30	30.00	158		100	.30	30.00	159		100	.30	30.00
160		100	.30	30.00	161		100	.30	30.00	162		100	.30	30.00
163		100	.30	30.00	164		100	.30	30.00	165		100	.30	30.00
166		100	.30	30.00	167		100	.30	30.00	168		100	.30	30.00
169		100	.30	30.00	170		100	.30	30.00	171		100	.30	30.00
172		100	.30	30.00	173		100	.30	30.00	174		100	.30	30.00
175		100	.30	30.00	176		100	.30	30.00	177		100	.30	30.00
178		100	.30	30.00	179		100	.30	30.00	180		100	.30	30.00
181		100	.30	30.00	182		100	.30	30.00	183		100	.30	30.00
184		100	.30	30.00	185		100	.30	30.00	186		100	.30	30.00
187		100	.30	30.00	188		100	.30	30.00	189		100	.30	30.00
190		100	.30	30.00	191		100	.30	30.00	192		100	.30	30.00
193		100	.30	30.00	194		100	.30	30.00	195		100	.30	30.00
196		100	.30	30.00	197		100	.30	30.00	198		100	.30	30.00
199		100	.30	30.00	200		100	.30	30.00	201		100	.30	30.00
202		100	.30	30.00	203		100	.30	30.00	204		100	.30	30.00
205		100	.30	30.00	206		100	.30	30.00	207		100	.30	30.00
208		100	.30	30.00	209		100	.30	30.00	210		100	.30	30.00
211		100	.30	30.00	212		100	.30	30.00	213		100	.30	30.00
214		100	.30	30.00	215		100	.30	30.00	216		100	.30	30.00
217		100	.30	30.00	218		100	.30	30.00	219		100	.30	30.00
220		100	.30	30.00	221		100	.30	30.00	222		100	.30	30.00
223		100	.30	30.00	224		100	.30	30.00	225		100	.30	30.00
226		100	.30	30.00	227		100	.30	30.00	228		100	.30	30.00
229		100	.30	30.00	230		100	.30	30.00	231		100	.30	30.00
232		100	.30	30.00	233		100	.30	30.00	234		100	.30	30.00
235		100	.30	30.00	236		100	.30	30.00	237		100	.30	30.00
238		100	.30	30.00	239		100	.30	30.00	240		100	.30	30.00
241		100	.30	30.00	242		100	.30	30.00	243		100	.30	30.00
244		100	.30	30.00	245		100	.30	30.00	246		100	.30	30.00
247		100	.30	30.00	248		100	.30	30.00	249		100	.30	30.00
250		100	.30	30.00	251		100	.30	30.00	252		100	.30	30.00
253		100	.30	30.00	254		100	.30	30.00	255		100	.30	30.00
256		100	.30	30.00	257		100	.30	30.00	258		100	.30	30.00
259		100	.30	30.00	260		100	.30	30.00	261		100	.30	30.00
262		100	.30	30.00	263		100	.30	30.00	264		100	.30	30.00
265		100	.30	30.00	266		100	.30	30.00	267		100	.30	30.00
268		100	.30	30.00	269		100	.30	30.00	270		100	.30	30.00
271		100	.30	30.00	272		100	.30	30.00	273		100	.30	30.00
274		100	.30	30.00	275		100	.30	30.00	276		100	.30	30.00
277		100	.30	30.00	278		100	.30	30.00	279		100	.30	30.00
280		100	.30	30.00	281		100	.30	30.00	282		100	.30	30.00
283		100	.30	30.00	284		100	.30	30.00	285		100	.30	30.00
286		100	.30	30.00	287		100	.30	30.00	288		100	.30	30.00
289		100	.30	30.00	290		100	.30	30.00	291		100	.30	30.00
292		100	.30	30.00	293		100	.30	30.00	294		100	.30	30.00
295		100	.30	30.00	296		100	.30	30.00	297		100	.30	30.00
298		100	.30	30.00	299		100	.30	30.00	300		100	.30	30.00
301		100	.30	30.00	302		100	.30	30.00	303		100	.30	30.00
304		100	.30	30.00	305		100	.30	30.00	306		100	.30	30.00
307		100	.30	30.00	308		100	.30	30.00	309		100	.30	30.00
310		100	.30	30.00	311		100	.30	30.00	312		100	.30	30.00
313		100	.30	30.00	314		100	.30	30.00	315		100	.30	30.00
316		100	.30	30.00	317		100	.30	30.00	318		100	.30	30.00
319		100	.30	30.00	320		100	.30	30.00	321		100	.30	30.00
322		100	.30	30.00	323		100	.30	30.00	324		100	.30	30.00
325		100	.30	30.00	326		100	.30	30.00	327		100	.30	30.00
328		100	.30	30.00	329		100	.30	30.00	330		100	.30	30.00
331		100	.30	30.00	332		100	.30	30.00	333		100	.30	30.00
334		100	.30	30.00	335		100	.30	30.00	336		100	.30	30.00
337		100	.30	30.00	338		100	.30	30.00	339		100	.30	30.00
340		100	.30	30.00	341		100	.30	30.00	342		100	.30	30.00
343		100	.30	30.00	344		100	.30	30.00	345		100	.30	30.00
346		100	.30	30.00	347		100	.30	30.00	348		100	.30	30.00
349		100	.30	30.00	350		100	.30	30.00	351		100	.30	30.00
352		100	.30	30.00	353		100	.30	30.00	354		100	.30	30.00
355		100	.30	30.00	356		100	.30	30.00	357		100	.30	30.00
358		100	.30	30.00	359		100	.30	30.00	360		100	.30	30.00
361		100	.30	30.00	362		100	.30	30.00	363		100	.30	30.00
364		100	.30	30.00	365		100	.30	30.00	366				

## DUPLICATE STATEMENT-LEDGER SYSTEM.



**How The System Is Used.** The customers' statements are made up in duplicate sets and one set is assigned to each customer. The statements are filed alphabetically in the binder, behind the index division leaves, which facilitate reference. No written index is required. The charges and credits are made on the original statements, carbon paper being used to provide copies on the duplicates. At the end of the month, or whenever it is desired to send out the statements, the totals are taken, the credits deducted from the charges and the balance extended. The originals are then torn out and mailed to the customers and the duplicates are filed in alphabetical order in transfer binders. In small stores the charges can be made direct to the statements, thus making a practical and time-saving "one writing" system. In larger places, where several clerks are employed, duplicate sales books are used and the charges are entered upon the statements from the duplicate sales tickets. A ledger leaf is provided for each account and on this is kept a summary of the debit and credit totals as shown on the statements as they are removed.

### ADVANTAGES OVER SLIP FILING SYSTEMS.

1. The record can be kept in the safe and thus protected against fire. Slip filing systems are constantly exposed to the danger of destruction in case of fire.
2. It safeguards errors because it gives you a double check on prices, extensions and additions.
3. With slip filing systems, dishonest clerks can steal by destroying the slips. With the Duplicate Statement Ledger System every slip is accounted for.
4. It hastens collections.
5. It makes possible a closer check on credits.
6. It provides a summary of charge accounts which the slip system does not.
7. It provides a complete itemized record which helps customers in checking accounts.
8. It provides a valuable guide in pricing goods.
9. It eliminates the congestion which frequently occurs around a register system when several clerks are making charges at the same time.
10. It has the hearty approval of bankers and jobbers.

**Several Styles of Ruling.** For firms which desire to itemize in detail we recommend Forms C-203 and C-112. Where it is not necessary to itemize, Forms C-155 and C-251 will prove more economical than the larger forms.

### LIST OF STOCK FORMS.

**Stock.** Originals No. 2 Grade white bond paper, ruled, perforated and punched; duplicates goldenrod bond paper, punched only.

**Packing.** 500 duplicate statements to a box.

This system eliminates the making out of itemized statements the first of the month and insures getting the statement of your customer's account mailed on time as the statements are made out during your daily posting. The Ledger Sheet is used to post totals only as the duplicate of the statement takes care of the necessity of having a record of the items purchased.

Write to us for prices on the complete outfit including the Statements with your Name and Advertisement printed on the head. This system is used in many retail establishments today, also in some wholesale establishments. We will be glad to furnish a list of users as we have installed this system numerous times.

### SHEET SIZE $9\frac{1}{2} \times 11\frac{1}{4}$ Inches.

**Form C-203.** (1-on). Statement after perforation  $9\frac{1}{2} \times 9$  inches.  
**Form C-251.** (2-on). Statement after perforation  $9\frac{1}{2} \times 4\frac{1}{4}$  inches.  
**Ledger Sheets.** Tumble head style. Form C-202.  
**Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{1}{2}$ -inch centers.  
**Binders.** Class F, No. 5717; Class O, No. 5817; Class MD, No. M-4717; Class MC, No. M-4517. **Junior Ledgers.** Nos. 2017 and 1017.  
**Indexes.** Leather Tabs, A-Z, No. LA-17. Linen Tabs, No. CR-17.

### Sheet Size $11 \times 8\frac{1}{2}$ Inches.

**Form C-155.** (1-on). Statement after perforation  $11 \times 6\frac{1}{4}$  inches.  
**Form C-156.** (2-on). Statement after perforation  $5\frac{1}{2} \times 4\frac{1}{4}$  inches.  
**Ledger Sheets.** Tumble head. Form C-243.  
**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter, 7-inch centers.  
**Binders.** Class F, No. 5225; Class O, No. 5925; Class MD, No. M-4225. Class MC, No. M-4025.  
**Indexes.** Leather Tabs, A-Z, No. L-25. Linen Tabs, No. C-25.

### Sheet Size $11\frac{1}{2} \times 11\frac{1}{4}$ Inches.

**Form C-112.** (1-on). Statement after perforation  $11\frac{1}{2} \times 9\frac{1}{4}$  inches.  
**Form C-113.** (2-on). Statement after perforation  $5\frac{1}{2} \times 9\frac{1}{4}$  inches.  
**Form C-114.** (4-on). Statement after perforation  $5\frac{1}{2} \times 4\frac{1}{4}$  inches.  
**Ledger Sheets.** Tumble head style. Form C-138.  
**Recap Sheets.** Six column ruling, goldenrod bond paper. Form C-130.  
**Punching.** Two slit holes,  $\frac{1}{4}$ -inch diameter, 7-inch centers.  
**Binders.** Class F, No. 5232; Class E, No. 5032; Class O, No. 5932; Class MD, No. M-4232; Class MC, No. M-4032; Class Z, No. 3932.  
**Indexes.** Leather Tabs, A-Z. No. LR-32. Linen Tabs, No. CR-32.

[illegible]

Showing Left Hand Page of Form C-97.

[illegible]

Showing Right Hand Page of Form C-97.

Total of Accounts Payable.  
Total of Accounts Receivable.  
Total Cash on Hand.

Total Cash in Bank.  
Total of Charge Sales.  
Total of Credit Sales.

Total of Merchandise Returns and Allowances.  
Total of Merchandise Purchased.  
Total of Expense, etc.

The debit and credit entries should always balance each other, therefore, an automatic proof of the correctness of the bookkeeping work is provided by simply totaling the various divisions and making grand totals of the debit and the credit totals to see that they agree.

Form C-97. Ruled and printed, two sides different. Sheet size 11x14.

**Form C-98.** Ruled only, two sides different. Sheet size 11x14.

Made on No. 1 Grade linen ledger paper, buff color. **Punching.** Two slit holes,  $\frac{3}{4}$ -inch diameter, 7-inch centers. **Packing.** 25 to a package.

**Form C-97-F.** Same as Form C-97 except that it is punched with four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{1}{4}$ -inch centers.

Binders, Sheet Holders, Class A—No. 4331, Binders, Class F—No. 5229, Class E—No. 5029, Class MD—No. M-4229, Class MC—No. M-4029.

**Form C-99.** Ruled and printed, two sides different. Same form as C-97 but sheet size 14x17.

Form C-100. Ruled only, two sides different. Same as C-98 but sheet size 14x17.

Made on No. 1 Grade white linen ledger paper. **Punching.** Two slit holes,  $\frac{3}{16}$ -inch diameter, 9  $\frac{1}{2}$ -inch centers. **Packing.** 25 to a package.

**Binders.** Class F—No. 5243, Class MD—No. M-4243, Class MC—No. M-1043.

## MISCELLANEOUS COMMERCIAL FORMS.

Form C-116.

## DUPLICATE BILL AND CHARGE SYSTEM.

The bill and charge sheets are made in duplicate. Three different lengths of bills are provided, the largest 14 inches long, one on a sheet. The two-on bills are 7 inches long, and the three-on bills are 4½ inches long. At the end of each day the duplicate sheets are placed in binders and are numbered consecutively, thus becoming the sales book or posting medium to the customers' accounts.

Form C-116. (1 on). Size of original after perforation 14x8½ inches.

Form C-116. (2 on). Size of original after perforation 7x8½ inches.

Form C-117. (3 on). Size of original after perforation 4½x8½ inches.

Sheet size, overall, 14x11 inches. Originals No. 2 Grade white bond paper, duplicates goldenrod bond.

Punching. Two slit holes, ⅝-inch diameter, 9¾-inch centers. Packing. 500 original and duplicate bills to a box (not gathered or padded).

Binders. Class MD, No. M-4241.

This will give you the best system obtainable for handling your invoices.

Write us for prices on imprinting your name, etc., at the heading of Bill.

Form C-30—Name Sheet.

Form C-31—Amount Sheet.

TRIAL BALANCE  
FORMS C-30—C-31.

A form designed on the long and short leaf plan, the long leaves carrying the names of the accounts, arranged in alphabetical order, as they appear in the ledger, and the short leaves carrying debit and credit columns for listing the monthly balances. Two short leaves and one long leaf provide space for a year's trial balances.

Form C-30. Sheet size, 11x12 inches. (Name Sheets).

Form C-31. Sheet size, 11x7½ inches. (Amount Sheets).

Ruled and printed on linen ledger paper, buff color. Punching. Three round holes, ⅝-inch diameter, 4¼-inch centers. Packing. 25 sheets to a filler, 20 fillers to a package.

Binders. Ring Binders. Half Duraflex, Nos. 832 and 833.

Ring Binders. Full Canvas, Nos. 732 and 733.

BILLS RECEIVABLE AND  
BILLS PAYABLE

## FORMS C-92 AND C-93.

The forms illustrated, being of the same sheet size, may be used in a single binder if desired. The advantage of the loose leaf over the bound book method will at once be apparent, because in a combination record of this kind much waste will occur where the leaves are bound, thus permitting no flexibility in case one form is used to a greater extent than the other. We have arranged these forms for the ring binder because it opens perfectly flat and the leaves can be inserted or removed instantly. The forms are complete and practical and include columns for recording every transaction in the handling of notes or acceptances.

Form C-92. Bills Receivable. Sheet size 8½x11 inches. Ruled and printed two sides different on white linen ledger paper. Punching. Three round holes, ⅝-inch diameter, 2¾-inch centers. Packing. 100 sheets to a filler, five fillers to a box.

Form C-93. Bills Payable. Sheet size 8½x11 inches. Ruled and printed two sides different on white linen ledger paper. Punching. Three round holes, ⅝-inch diameter, 2¾-inch centers. Packing. 100 sheets to a filler, five fillers to a box.

Binders. Price Books. Nos. 613, 614, 2813, 2814. Ring Binders. Nos. 1701, 1701½, 1801, 1801½.

Form C-92  
Left Hand  
Page.Form C-92  
Right Hand  
Page.



Form C-93  
Left Hand  
Page.Form C-93  
Right Hand  
Page.

THE FIRST NATIONAL BANK		PURCHASE ORDER	
NUMBER: 7488		NO. 3456	
DATE: March 10 1944		ORDERED BY ORDERED FOR ORDERED AT	
TO: <i>Charles Office Supply Co.</i> <i>Ballou's</i> <i>57 price</i>		ORDERED BY ORDERED FOR ORDERED AT	
PLEASE ENTER OUR ORDER IN FOLLOWING COLUMNS			
QTY	DESCRIPTION	PRICE	
100	<i>Embossed letter heads</i>	<i>25.00</i>	
250	<i>250</i>	<i>21.00</i>	
11	<i>Manila envelopes</i>	<i>2.50</i>	
275	<i>6 1/2" Bond Envelopes</i>	<i>27.50</i>	
<i>46 per gross total of Feb. 25</i>			
SIGNATURE		APPROVED BY <i>W. H. H. H.</i> <i>W. H. H. H.</i>	
CERTIFICATE THIS PURCHASE ORDER IS VALID FOR THE PURCHASE OF GOODS AND SERVICES FROM THE FIRST NATIONAL BANK OF THE UNITED STATES OF AMERICA.		ORDERED BY ORDERED FOR ORDERED AT	

## Form C-111.

Write us for prices on printing your firm name, etc., on Purchase Orders.

## Form C-134.

[illegible]

Form C-28.

PAGE 4

## INVENTORY Jan 1 1922

SHEET NO. 1 DEPARTMENT General Store PRICED BY C. E. R.  
 CALLED BY D. J. F. EXTENDED BY D. J. F.  
 ENTERED BY C. E. R. LOCATION Station 8 DRAWN BY C. E. R.

LINE	QUANTITY	DESCRIPTION	PRICE	EXTENSION
1 1/2		Dy. Ho. 2 Eggs P. M. 1/2	1.65	3.02
2		3 Yellow	2.40	4.80
1 1/2		1 Small Beef	90	1.35
1		3 1/2 Lard	90	40
1 1/2		1 1/2 Corn	1.75	2.62
1 3/4		3 1/2 Pork (Corn)	1.80	3.15
2		1 Lard	2.00	4.00

Forms C-26 and C-27.

DATE SOLD		No. <b>7890</b>		Rating <b>Ly 3</b>		BINDER PD-2	
<b>Jan 2, 19</b>		Sold to <b>Quaker City Knitting Co.</b>		Salesman <b>Cyford</b>		<b>JK 1003</b>	
TERMS		Town and State <b>Philadelphia, Pa.</b>		DATE PAID		<b>Jan 12 19</b>	
<b>20 - 10 days</b>		Ship by <b>Ex</b>		When to Ship <b>Jan 12</b>		LEADER PD-10	
QUANTITIES		REGISTER NO.		WEIGHT		ALLOWED WEIGHT USE	
PIECES				POUNDS		PIECES C.L. 1000	
1		Home Knitting Machine		15.5 lbs.		850.00	
1		Simple Case		5.5 lbs.		260.00	
						<b>1110.00</b>	

ATTORNEY'S CASE DOCKET—FORMS P-61,  
P-62, P-63.

Form C-32

We carry two styles of minute books, both of which are popular because of their simplicity and compactness. For one, the non-protruding post binder is used and for the other the ring binder affords a satisfactory, flat opening cover.

Form C-99P. For Typewriter Use. Sheet size, 10¼x9 inches. Marginal ruled two sides on No. 1 Grade white bond paper. Punching. Two ⅜-inch slit holes, 6-inch centers. Packing. 100 sheets to a package. 500 to a box.

Form C-95R. For Pen Record. Same as C-95P except that the form is faint ruled for use where the record is made in long-hand.

**Binder.** Flexibly bound in No: 1 Grade Black Levant Grain Cowhide, non-protruding sectional posts.  $\frac{1}{8}$ -inch diameter, key lock. Stock No. 95.

Index. Leather Tabs, A-Z. Index, No. 95.

Form C-32. For Typewriter Use. Sheet size, 11x8½ inches. Made on No. 1 Grade white bond paper. Punching. Three round holes, ⅜-inch diameter, 4¼-inch centers. Packing. 100 sheets to a filler, five fillers to a box.

Binders. Price Books. Nos. 513, 514, 2713, 2714.  
Ring Binders. Nos. 801, 801½, 701, 701½.

Case File No. 1756 District Spokane Office File No. 1756  
Case discharged Cause Morgan

Morgan, William  
vs. Paul  
Jefferson Davis Co.  
Defendant  
Answer to Complaint

RECORD

Number of Case 1756 to 1756 on 1756 of 1756  
Date of Previous Filing 1756

1756  
1756 Answer  
1756 Case  
1756 Answer 1756  
1756 Case 1756 Answer 1756  
1756 Case 1756 Answer 1756  
1756 Case 1756 Answer 1756

1756 Case 1756 Answer 1756

A popular form, designed to provide a record of each case from the time it enters the office until it is finally disposed of. Made in three convenient sizes described below for desk and pocket use:

Form P-61. Size, 7¼x4¼ inches.

Form P-62. Size, 8½x5½ inches

Form P-63. Size, 11x8½ inches.

Printed both sides on No. 1 Grade linen bond paper.

Punched for binders listed below. Packing. 100 sheets to a filler, five fillers to a box.

## BINDERS AND INDEXES.

For Form P-61. Price Books. No. 505, 506, 2705, 2706. Transfer. No. 739. Indexes. Leather Tabs, A-Z, No. 2505. Linen Tabs, No. 3505.

For Form P-62. Price Books. No. 509, 510, 2709, 2710. Transfer. No. 731. Indexes. Leather Tabs, A-Z, No. 2509. Linen Tabs, No. 3509.

For Form P-63. Price Books. No. 513, 514, 2713, 2714. Transfer. No. 701. Indexes. Leather Tabs, A-Z, No. 2513. Linen Tabs, No. 3513.

## ATTORNEY'S COLLECTION DOCKET—FORM P-64.

[illegible]

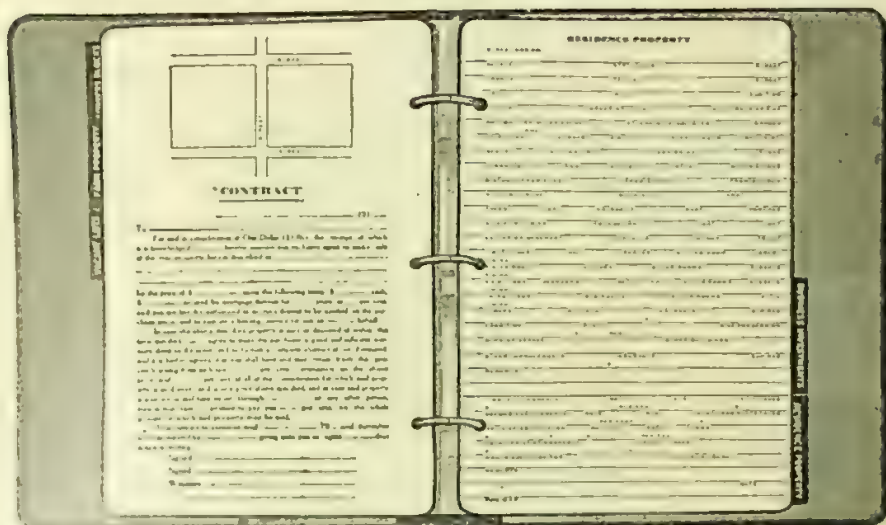
A form for the attorney specializing on collection cases. It shows at a glance just what steps have been taken, what payments have been received and what remittances have been made to the clients.

**Form P-64.** Sheet size,  $5\frac{1}{2} \times 8\frac{1}{2}$  inches. Printed one side only on No. 1 Grade linen bond paper. **Punching.** Two round holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{3}{4}$ -inch centers. **Packing.** 100 sheets to a filler, five fillers to a box.

Binders. Ring Binders. No. 836, 837, 738, 737.

Indexes. Leather Tabs, A-Z. No. 836. Linen  
Tabs, A-Z. No. 736.

## REAL ESTATE LISTING SYSTEMS.



A simple, compact, easily operated system that meets every requirement of the modern real estate office. By giving one complete sheet to every property listed the system is made very flexible and can easily be kept up to date by the elimination of "dead" listings and filing new ones in proper alphabetical order. The I-P Price Book affords a neat, convenient cover for the forms, both for the outside salesman and for desk use.

This system is designed to provide the real estate man with a simple, quick and efficient method of listing Residence, Farm and Vacant Properties, Business Blocks and Business Investments, which he is carrying for sale or for rent. As will be noted from the illustrations, the forms carry full descriptions of the properties, enabling any one in the office to intelligently answer the questions that may be asked by prospective buyers.

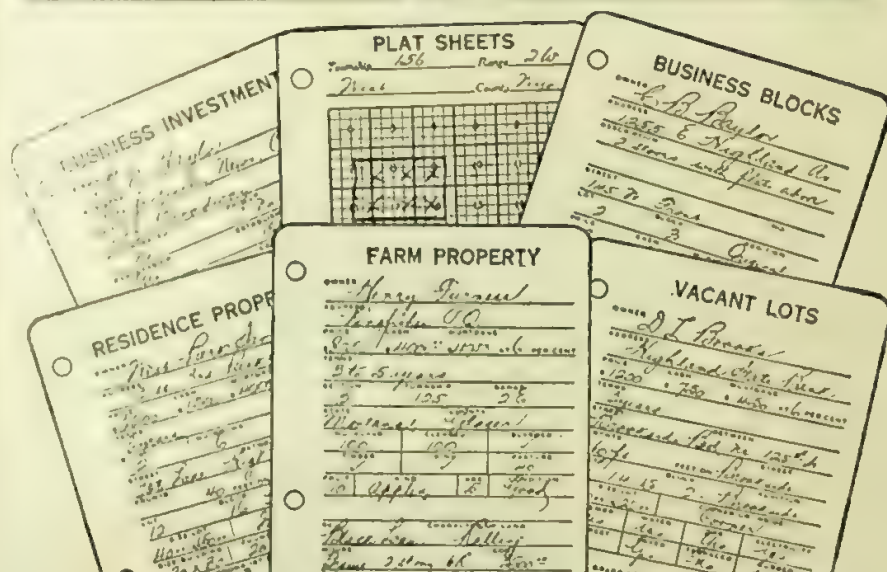
**Option Contract Form.** On the reverse side of each leaf is a simple form of option contract, covering the essentials of an agreement for the exclusive sale of a property.

**Method of Using.** In offices where there are several salesmen it is advisable to make two or more copies of the listings and thus provide a separate book for each salesman. In this way the original records carrying the contract are kept in the office, eliminating any chance of these leaves being lost.

**Indexing.** In the smaller offices all the listings can be carried in a single cover, the various classes of property being separated by index leaves with tabs which facilitate quick reference. Where there are a large number of listings it is advisable to have a separate binder for each class of property.

**Its Advantages.** The advantages of this system over the card system lie in the fact that the sheets are less bulky and, being made up in book form, the salesman can carry with him a complete list of properties when he is working outside. Several duplicate copies are easily made with one writing, by the use of carbon paper.

**Forms Made in Two Sizes.** The Real Estate Listing Forms are made in two sizes  $6\frac{1}{2} \times 3\frac{1}{4}$  and  $3\frac{1}{2} \times 5\frac{1}{4}$  inches, on No. 1 Grade linen bond paper. The larger forms, which are not illustrated, carry more extended property descriptions and are intended for office use. Samples of these forms will be sent on request.



## STOCK FORMS.

Sheet Size,  $6\frac{1}{2} \times 3\frac{1}{4}$  Inches.

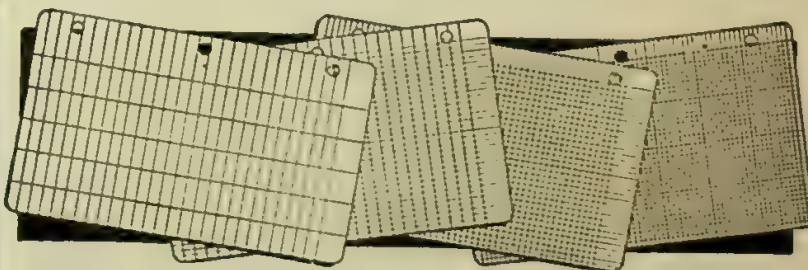
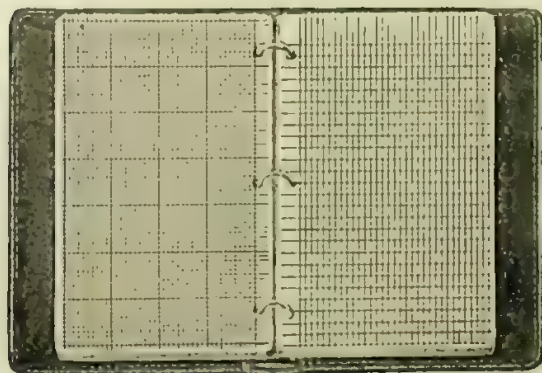
Form No. C-29. Plat Sheets.  
Form No. C-58. Business Investments.  
Form No. C-66. Residence Property.  
Form No. C-67. Vacant Lots.  
Form No. C-68. Business Blocks.  
Form No. C-69. Farm Property.  
Binders. Price Books—No. 503, 504, 2703, 2704. Ring Binder No. 738.  
Indexes. Leather Tabbed, five tabs, one for each form. Index No. 66.

## STOCK FORMS.

Sheet Size,  $8\frac{1}{2} \times 5\frac{1}{4}$  Inches.

Form No. C-40. Residence Property.  
Form No. C-41. Vacant Lots.  
Form No. C-42. Business Blocks.  
Form No. C-43. Farm Property.  
Form No. C-44. Business Investments.  
Binders. Price Books—No. 509, 510, 2709, 2710. Ring Binders No. 730, 731, 830, 831.  
Indexes. Leather Tabbed, one sheet for each form. Index No. 40.

## ENGINEER'S BOOKS



After a careful study of the needs of the engineer we have placed on the market this line of Field, Transit, Cross Section and Level Books. The forms are ruled in waterproof ink so they will not blur if they should come in contact with moisture. The covers are made with stiff backs which facilitates taking notes in the field.

**Forms:** No. P-172 Field Book, No. P-173 Transit Book, No. P-174 Level Book, No. P-175 Cross Section Book. For use in ring binders. Sheet size  $7\frac{1}{2} \times 4\frac{1}{2}$ .  
**Binders:** Stiff Black Cowhide, Capacity 100 Sheets, Cover No. 22.  
**Packing:** 100 sheets to a filler, five fillers to a box.

## MISCELLANEOUS FORMS FOR THE BANK.

**DOUBLE INDIVIDUAL LEDGER—FORM B-185.**

[illegible]

An individual ledger form for the bank with many active commercial accounts. As will be noted, this form follows the same general lines as the other individual ledger rulings, but provision has been made, by the doubling of the form, for twice the usual number of entries.

The space under "Checks in Detail" is inter-ruled, making room for listing four checks in each daily group. Where there are a larger number of checks, the detail can be listed on an adding machine and only the total posted to the account. The detail strip after being dated and marked with customer's name is pasted in a scrap book.

**Form B-185.** Sheet size, 11x14 inches. Ruled and printed two sides on No. 1 Grade linen ledger paper, buff colored. **Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{3}{4}$ -inch centers. **Packing.** 100 to a package, 500 to a box.

**Binders. Class M, No. 6230; Class F, No. 5730; Class E, No. 5530; Class O, No. 5830; Class MD, No. M-4730; Class MC, No. M-4530.**

Indexes. 27 Sub-Celluloid, No. XS-30; Leather.  
No. PNS-30.

## STOCKHOLDER'S LEDGER—FORM B-287.

[illegible]

A record every bank finds a necessity. It shows the name and address of each stockholder with a complete history of every share of stock issued.

Form B-387. Sheet size, 7x11 inches. Ruled and printed two sides on No. 1 Grade linen ledger paper, buff colored.

**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter,  $4\frac{1}{4}$ -inch centers.  
**Packing.** 100 to a package, 500 to a box.

Binders. Class F, No. 5203; Class E, No. 5003; Class O, No. 5903; Class MC, No. M-4003; Class MD, No. M-4203.  
Indexes. Leather Tabs, 27 Sub, No. L-03; Linen Tabs, No. C-03.

## SAVINGS LEDGER—FORM B-283.

SHEET NO. 1

ACCOUNT NO. 17875

NAME Nathan M Martens

ADDRESS 141 E Handley Court

PREVIOUS BALANCE

DATE 1949	DEPOSIT	WITHDRAWN	BALANCE
MAY 2 End			100.00
5		15	85.00
8	125.00		210.00
15		100.00	110.00

This is a standard form of savings ledger which is being used by many banks in preference to the card ledgers. With this form a separate signature card is necessary. The signature cards are usually filed alphabetically and the ledger leaves numerically in accordance with the savings account numbers. Banks using loose leaf savings ledgers prefer them to card ledgers because of their greater security and the fact that there is less liability for misfiling the records than there is with card systems. When ledgers are properly indexed, posting and reference are handled more rapidly with the loose leaf method than with cards.

**Form B-283.** Sheet size, 7x11 inches. Ruled and printed two sides on No. 1 Gradeline ledger paper, buff colored. **Punching.** Two slit holes,  $\frac{3}{4}$ -inch diameter,  $4\frac{1}{4}$ -inch centers. **Packing.** 100 to a package, 500 to a box.

Binders. Class F, No. 5203; Class E, No. 5003; Class O, No. 5903; Class MC, No. M-4003; Class MD, No. M-4203.

Indexes. Leather Tabs, A-Z, No. L-03; Linen Tabs, A-Z, No. C-03; Celluloid Tabs, 1 to 500 by 10's, No. XB-283-1, 1 to 1000 by 10's, No. XB-283-2.

GENERAL BANK LEDGER—FORM B-280.

SHEET NO. 2
 NAME OF ACCOUNT East National Bank
 ACCOUNT NO. 455  
East, Ill.

DATE	DEBIT	CREDIT	BALANCE
Jan 1			
Jan 15	General		
Jan 17	Interest		
Jan 20	Bank		

A form that is splendidly adapted to the purpose for which it is intended.

**Form B-280.** Sheet size, 11x14 inches. Ruled and printed two sides on No. 1 Grade linen ledger paper, buff colored. **Punching.** Four slit holes,  $\frac{1}{8}$ -inch diameter,  $2\frac{1}{4}$ -inch centers. **Packing.** 100 to a package, 500 to a box.

**Binders.** Class M, No. 6230; Class F, No. 5730; Class E, No. 5530; Class O, No. 5830; Class MD, No. M-4730; Class MC, No. M-4530.

Indexes. 27 Sub-Celluloid Tabs, No. XS-30; Leather  
Tabs, No. PNS-30.

## MISCELLANEOUS FORMS FOR THE BANK—Continued.

## SELF-INDEXING SAVINGS LEDGER—FORM B-282.

Ruled and Printed Two Sides on No. 1 Grade Linen Ledger Paper, Buff Color.

SAVINGS		Edward D. Gator		D.A. NO. 67890	
DATE		March 12, 19		DEPOSITOR'S SIGNATURE	
OCCUPATION		Moulder		ADDRESS	
BIRTH PLACE		Rockburg, N. Va.		AUTHORIZED TO WITHDRAW SIGNATURE	
NEAREST RELATIVE		M. J.		RECEIVED	
MONTH		DATE		WITHDRAWALS	
DEPOSITS		INTEREST		BALANCE	
Mar 12		100.00		100.00	
Mar 19		10.00		110.00	
Mar 31		10.00		120.00	
Apr 2		10.00		130.00	
Apr 15		10.00		140.00	

This is a popular form with a rapid index feature consisting of "Cut-in" tabs on each of the sheets. These tabs are numbered from 0 to 9, which numbers correspond to the terminal figures of the account numbers. The main index consists of projecting celluloid tabs, one for every ten accounts, tab numbers advancing by 10's. Thus if you wish to refer to account Number 895 you turn the "90" tab under "800" and place your thumb on the "5" tab, opening at once to the account. No separate signature card is necessary with this form.

**Form B-282.** Sheet size,  $7\frac{1}{2} \times 10\frac{3}{4}$  inches. 100 to a package, 500 to a box. **Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

**Binders.** Junior Ledger Binder. No. 2007; Class E, No. 5507; Class MC, No. M-4507.

**Indexes.** No. XB-282-1; Celluloid Tabs, 1 to 500 by 10's. No. XB-282-2, 1 to 1000 by 10's.

## GENERAL JOURNAL—FORM B-181.

JPL. JOURNAL		MONTH OF Feb		1919		SHEET NO. 146	
CENTS		DATE		ITEMS		CREDITS	
Mar 12		100.00		100.00		100.00	
Mar 19		10.00		110.00		110.00	
Mar 31		10.00		120.00		120.00	
Apr 2		10.00		130.00		130.00	
Apr 15		10.00		140.00		140.00	

Among the several styles of journal ruling designed especially for bank work, this form stands out as the most popular. In the smaller banks it can be carried in the same binder as the general ledger.

**Form B-181.** Sheet size, 11x14 inches. Ruled and printed two sides alike on No. 1 Grade linen ledger paper, buff colored.

**Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{3}{4}$ -inch centers. **Packing.** 25 to a package, 500 to a box.

**Binders.** Class M, No. 6230; Class F, No. 5730; Class E, No. 5530; Class O, No. 5830; Class MD, No. M-4730; Class MC, No. M-4530.

**Indexes.** 27 Sub-Celluloid Tabs, No. XS-30; Leather Tabs, No. PNS-30.

## GENERAL LEDGER STATEMENT—FORMS B-183—B-184.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

GENERAL LEDGER STATEMENT											
RESOURCES				EXPENSES				BALANCE			
DATE	DEBIT	CREDIT	BALANCE	DATE	DEBIT	CREDIT	BALANCE	DATE	DEBIT	CREDIT	BALANCE
Mar 12	100.00		100.00	Mar 12		100.00	100.00	Mar 12		100.00	100.00
Mar 19	10.00		110.00	Mar 19		10.00	110.00	Mar 19		10.00	110.00
Mar 31	10.00		120.00	Mar 31		10.00	120.00	Mar 31		10.00	120.00
Apr 2	10.00		130.00	Apr 2		10.00	130.00	Apr 2		10.00	130.00
Apr 15	10.00		140.00	Apr 15		10.00	140.00	Apr 15		10.00	140.00

This form is arranged folio style, the column headings being divided into six daily groups, so that as each leaf is turned the figures for an entire week are exposed to view.

**Form B-183** Without printed side headings under "Resources" and "Liabilities".

**Form B-184** With printed side headings under "Resources" and "Liabilities".

**Form B-183** Sheet size, 11x14 inches. Price per 25 sheets, \$ ; per 100, \$ ; per box 500, \$ .

**Form B-184.** Sheet size, 11x14 inches. Price, per 25 sheets, \$ ; per 100, \$ ; per box 500, \$ .

**Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{3}{4}$ -inch centers.

**Binders.** Class E, No. 5530 and Class F, No. 5730; Class O, No. 5830; Class MC, No. M-4530; Class MD, No. M-4730.

## MISCELLANEOUS FORMS FOR THE BANK—Continued.

### DISTRIBUTION OF EXPENSES—FORM B-289.

SHEET NO. 3

DISTRIBUTION OF EXPENSES

MONTH OF March 1919

NO.	DEBIT	CREDIT	TO THE	BY THE	DATE	AMOUNT	REMARKS	TOTAL
1			Office	April 14/19		1.00		1.00
2			Office	April 14/19		1.00		1.00
3			Office	April 14/19		1.00		1.00
4			Office	April 14/19		1.00		1.00
5			Office	April 14/19		1.00		1.00
6			Office	April 14/19		1.00		1.00
7			Office	April 14/19		1.00		1.00
8			Office	April 14/19		1.00		1.00
9			Office	April 14/19		1.00		1.00
10			Office	April 14/19		1.00		1.00

A useful form which has been quite generally adopted by progressive banks. It saves an immense amount of time in the classification of various items of expense.

**Form B-289.** Sheet size, 11x14 inches. Ruled and printed two sides alike on No. 1 Grade linen ledger paper, buff colored.

**Punching.** Two slit holes  $\frac{3}{8}$ -inch diameter, 7-inch centers.  
**Packing.** 100 to a package, 500 to a box.  
**Binders.** Class F, No. 5229; Class E, No. 5029; Class O, No. 5029; Class MD, No. M-4229; Class MC, No. M-4029.

### LIABILITY LEDGER—FORM B-150.

LIABILITY LEDGER

SHEET NO. \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS

**Ruled and Printed on No. 1 Grade White Linen Ledger Paper.**

A thoughtfully planned form providing one leaf for each borrower. A very simple, yet effective system, designed for use in post binders.

**Form B-150.** Sheet size, 8 $\frac{1}{2}$ x11 inches. Price, per 25 sheets.  
**Packing.** 100 to a package, 500 to a box.  
**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter, 4 $\frac{1}{4}$ -inch centers.

**Binders.** Class E, No. 5005 and Class F, No. 5205; Class O, No. 5905; Class MD, No. M-4205; and Class MC, No. M-4005.

### DISCOUNT JOURNAL—FORM B-288.

DISCOUNT JOURNAL—CB

NO.	DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS

May 16, 1919

NO.	DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS

**Form  
B-288  
Right  
Page**

**Form  
B-288  
Left  
Page**

A detailed record of every loan showing the payments on principal and interest, term, etc., arranged on the folio plan; the left side for "Debits" and the right side for "Credits".

**Form B-288.** Sheet size, 8 $\frac{1}{2}$ x14 inches. Ruled and printed two sides different on No. 1 Grade linen ledger paper, buff colored.

**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter, 4 $\frac{1}{4}$ -inch centers.  
**Packing.** 100 to a package, 500 to a box.

**Binders.** Class F, No. 5209; Class E, No. 5009; Class O, No. 5909; Class MD, No. M-4209; Class MC, No. M-4009.

### LIABILITY LEDGER—FORM B-285.

LIABILITY LEDGER

SHEET NO. 1

NAME Henry Harrison & Company

ADDRESS 1st Commercial Bank Bldg.

DATE	AMOUNT	REMARKS	DATE	AMOUNT	REMARKS

The most popular form of liability ledger. It shows at a glance the exact status of each borrower or endorser. A system that is very simple and easy to keep up.

**Form B-285.** Sheet size, 8 $\frac{1}{2}$ x14 inches. Ruled and printed two sides alike on No. 1 Grade linen ledger paper, buff colored.

**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter, 4 $\frac{1}{4}$ -inch centers.  
**Packing.** 100 to a package, 500 to a box.

**Binders.** Class F, No. 5209; Class E, No. 5009; Class O, No. 5909; Class MD, No. M-4209; Class MC, No. M-4009.

**Indexes.** 27 Sub., Leather Tab, No. LR-09; Linen Tab, No. CR-09.

## MISCELLANEOUS FORMS FOR THE BANK—Continued.

## LIABILITY LEDGER—FORM B-16.

Ruled and Printed Two Sides Alike on No. 1 Grade Linen Ledger Paper, Buff Color.

A simple form of liability ledger for use in ring binders. Nicely adapted to the needs of the small bank where the record is kept by the cashier or president, the small size making it particularly suited for the executive's desk. One leaf is given to each borrower and on this leaf an account is kept of each note and each endorsement of a note for others. As the notes are paid they are checked off, making it possible to tell very quickly the total liability by taking a total of the unchecked items.

Form B-16 Sheet size,  $9\frac{1}{2} \times 6$  inches.

Punching Three round holes,  $\frac{1}{8}$ -inch diameter,  $3\frac{1}{2}$ -inch centers. Price per 25 sheets, \$ ; per 100, \$ ; per box of 500, \$ .

Binders Ring Binders, Nos. 700,  $700\frac{1}{2}$ , 800,  $800\frac{1}{2}$ .

Index. Leather Tabs, A-Z, No. 2511.

## REAL ESTATE LOAN REGISTER—FORM B-296.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

A thoughtfully planned form that provides a complete record of every real estate loan. The leaves may be carried in the binder under either an alphabetical or numerical index. On the back of the sheet is a form for keeping a record of insurance policies.

Form B-296. Sheet size,  $8\frac{1}{2} \times 14$  inches. Price per 100 sheets, \$ ; per box of 500, \$ .

Punching. Two slit holes,  $\frac{3}{4}$ -inch diameter,  $4\frac{1}{2}$ -inch centers.

Binders. Class E, No. 5009 and Class F, No. 5209; Class O, No. 5909; Class MC, No. M-4009; Class MD, No. M-4209.

Indexes. Leather Tabs, No. LR-09; Linen Tabs, No. CR-09.

Numerical 1-500 by 10's; No. XB-296.

## COLLATERAL LEDGER—FORM B-286.

Ruled and Printed Two Sides alike on No. 1 Grade Linen Ledger Paper, Buff Color.

An individual ledger form for recording bonds, stocks, notes and other collateral held as security or in escrow for banks' customers. If desired, the customer's receipt can be taken in the "Remarks" column when the papers are returned.

Form B-286. Sheet size,  $8\frac{1}{2} \times 14$  inches. Price, per 100 sheets, \$ ; per box of 500, \$ .

Punching. Two slit holes,  $\frac{3}{4}$ -inch diameter,  $4\frac{1}{2}$ -inch centers.

Binders. Class E, No. 5009 and Class F, No. 5209; Class O, No. 5909; Class MC, No. M4009, Class MD, No. M-4209.

Indexes. Leather Tabs, No. LR-09; Linen Tabs, No. CR-09.

## MISCELLANEOUS FORMS FOR THE BANK—Concluded.

## BOND REGISTER—FORM B-297.

Ruled and Printed Two Sides Different on No. 1 Grade Linen Ledger Paper, Buff Color.

This form provides a complete description of bonds purchased and sold by the bank, with an interest record which affords a constant check on bond incomes. The lower part of the form is continued on the back of the sheet.

**Form B-297.** Sheet size,  $9\frac{1}{4} \times 11\frac{1}{4}$  inches. Price per 100 sheets, \$ ; per box of 500, \$ .

**Punching.** Four slit holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{1}{4}$ -inch centers.

**Binders.** Class M, No. 6217; Class B, No. 5517 and Class F, No. 5717; Class O, No. 5817; Class MC, No. M-4517; Class MD, No. M-4717.

**Indexes.** Leather Tabs, No. PNS-17; Linen Tabs, No. CR-17.

## MATURITY RECORD OF NOTES DUE—FORM B-298.

Ruled and Printed Two Sides alike on No. 1 Grade Linen Ledger Paper, Buff Color.

These forms are carried in the binder under a daily and monthly index and provide a most valuable tickler on notes falling due.

**Form B-298.** Sheet size,  $7 \times 11$  inches. Price per 100 sheets, \$ ; per box of 500, \$ .

**Punching.** Two slit holes,  $\frac{3}{8}$ -inch diameter,  $4\frac{1}{4}$ -inch centers.

**Binders.** Class E, No. 5003; and Class F, No. 5203; Class O, No. 5903; Class MC, No. M-4003; Class MD, No. M-4203.

**Indexes.** No. LB-298-M, Monthly, Jan., to Dec.; No. LB-298-D, Daily, Leather Tabs, 1-31. Price, \$ .

The Bank Forms shown on this and the preceding four pages represent a complete line of modern loose leaf systems for the banking house.

In addition to the forms shown here we carry a full line of Binders, Trays, Leaves, Indexes, etc., for use with Machine Bookkeeping Equipment. A catalog describing Accounting Supplies and Systems for Machine Posting will be sent upon request. In asking for information about machine posting, accounting supplies, please mention the make of posting machine used as it will help us send a catalog describing the supplies made for use with your particular machine.

## BOUND BANK REGISTERS.

Record of Checks Certified							
DATE	DRAWN BY	PAYABLE TO	NUMBER	AMOUNT	DATE PAID		
	Amount brought forward		00				
			01				
			02				
			03				
			04				

### BANK RECORD OF CHECKS CERTIFIED.

No. 305. Leaf Size  $10\frac{1}{4}$  in. wide by  $15\frac{1}{2}$  in. long. 50 ruled lines to page, numbered in consecutive order, 00 to 99, affording a continuous series of numbers by adding the prefix number once at top of page. Bound in Black Cloth, Russia Back and Corners. 200 pages (10,000 entries).

Certificate of Deposit Register										
DEPOSITED BY	DATE	NUMBER	AMOUNT	TIME	RATE	AMOUNT PAID	TOTAL AMOUNT	WHEN PAID	PAYABLE TO	
Amount brought forward		00								
		01								
		02								
		03								
		04								

### BANK CERTIFICATE OF DEPOSIT REGISTER.

No. 306. Leaf Size  $10\frac{1}{4}$  in. wide by  $15\frac{1}{2}$  in. long. 50 ruled lines to page, numbered in consecutive order, 00 to 99, affording a continuous series of numbers by adding the prefix number once at top of page. Bound in Black Cloth, Russia Back and Corners. 200 pages (10,000 entries).

Register of Drafts Drawn on										
DATE	TO WHOM ORDER	NUMBER	AMOUNT	TOTAL	BALANCE	TOTAL DRAFT	TOTAL PAID	TOTAL DRAFT	TOTAL PAID	
	Amount brought forward	00								
		01								
		02								
		03								
		04								
		05								
		06								

### BANK DRAFT REGISTER.

No. 309. Leaf Size  $10\frac{1}{4}$  in. wide by  $15\frac{1}{2}$  in. long. 50 ruled lines to page, numbered in consecutive order, 00 to 99, affording a continuous series of numbers by adding the prefix number once at top of page. Bound in Black Cloth, Russia Back and Corners. 200 pages (10,000 entries).

Cashier's Check Register									
DATE	PAYABLE TO ORDER OF	ISSUED FOR	NUMBER	AMOUNT	TOTAL	BALANCE	TOTAL PAID	DATE PAID	
	Amount Forward		00						
			01						
			02						
			03						
			04						
			05						
			06						
			07						
			08						
			09						

### BANK CASHIER'S CHECK REGISTER.

No. 310. Leaf Size  $10\frac{1}{4}$  in. wide by  $15\frac{1}{2}$  in. long. 50 ruled lines to page, numbered in consecutive order, 00 to 99, affording a continuous series of numbers by adding the prefix number once at top of page. Bound in Black Cloth, Russia Back and Corners. 200 pages (10,000 entries).

## BOUND BANK REGISTERS.

*(Left Page)*

THE NUMBERS ON THIS PAGE COMMENCE WITH

**REMITTANCE**

DATE	CHECK No.	Draw Number or Date of Issue	PAYEE	WHERE DRAWN	ENDORSERS
		00			
		01			
		02			
		03			
		04			
		05			
		06			
		07			
		08			
		09			
		10			
		11			
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		99			

*(Right Page)*

THE NUMBERS ON THIS PAGE COMMENCE WITH

**REGISTER**

DEBIT	CREDIT	TO WHOM PAID	AMOUNT	TOTAL	DATE	INITIALS
			00			
			01			
			02			
			03			
			04			
			05			
			06			
			07			
			08			
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			97			
			98			
			99			

## BANK REMITTANCE REGISTER.

No. 304. Double page form, leaf size  $10\frac{1}{4}$  in. wide by  $15\frac{1}{2}$  in. long. 50 ruled lines to page, numbered consecutively, 00 to 99, affording a continuous series of numbers by adding the prefix number once at top of page. Bound in Black Cloth, Russia Back and Corners. 200 pages 5000 (entries).

*(Left Page)*

THE NUMBERS ON THIS PAGE COMMENCE WITH

**COLLECTION**

DATE	CHECK No.	Draw Number or Date of Issue	PAYEE	WHERE PAYABLE	TO WHOM PAID
		00			
		01			
		02			
		03			
		04			
		05			
		06			
		07			
		08			
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		99			

*(Right Page)*

THE NUMBERS ON THIS PAGE COMMENCE WITH

**REGISTER**

DATE	CHECK No.	Draw Number or Date of Issue	PAYEE	WHERE PAYABLE	TO WHOM PAID	AMOUNT	INTEREST	CHARGE	DATE PAID	BY WHOM PAID	REMARKS
		00									
		01									
		02									
		03									
		04									
		05									
		06									
		07									
		08									
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		24									
		25									

[illegible]

No. 302. Leaf size,  $9\frac{1}{4}$  inches wide by 12 inches long. 39 ruled lines to a page. Page printed with necessary headings and items. Bound in Russia, Texhide Back and Corners and Black Cloth Sides. Holyoke Record Paper, 150 pages.

No. 303. Leaf size, 10½ inches wide by 14 inches high. Double page form. Pages printed with convenient headings. Bound in Russia Texhide Back and Corners and Black Cloth Sides. Holyoke Record Paper, 150 pages.

[illegible][illegible]

No. 320. Leaf size,  $15\frac{3}{4}$  inches wide by  $10\frac{3}{8}$  inches high. Double page form. 50 ruled lines to the page. Pages printed with necessary headings. Bound in Russia Texhide Back and Corners, Black Cloth Sides. Saxon Record Paper. Made in two sizes, 150 pages and 300 pages.

## TELLERS' BOUND CASH BOOKS.

[illegible]

## BANK DAILY STATEMENT BOOK.

**No. 311.** Double page form, leaf size 10¼ in. wide by 15½ in. long. Top half of page devoted to Resources, taking 25 lines. Lower half of page for Liabilities, taking 20 lines. Right hand page so ruled that by clipping page at right of number column, pages can be made to run for as many weeks as desired until necessary to rewrite names of accounts.

Available in 160-page books (3 years' business).

**BANK TELLERS' CASH  
BOOK.** 

**No. 301.** Form for State Banks. Leaf Size  $8\frac{1}{2}$  in. wide by  $10\frac{1}{2}$  in. long. Books contain 312 pages (1 year's entries). Bound in Black Cloth, Russia Back and Corners.

[illegible]

**BANK TELLERS' CASH BOOK.**

**No. 300. Form for National Banks.** Leaf Size 8½ in. wide by 10½ in. long. Books contain 312 pages (1 year's entries). Bound in Black Cloth, Russia Back and Corners.

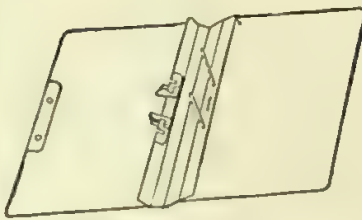
## WE MAKE COURT HOUSE RECORD BOOKS

Send us your next order—it will be promptly and carefully filled.

We stand behind our merchandise.

**"GRIP" FILE AND BINDER.**

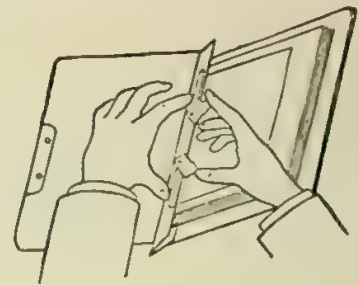
For Letters, Magazines, Price Lists, Orders, Etc.



File Open for Letters.



Placing Sheets in File.



Closing Guards Over Contents.

The "Grip" File has a capacity of 300 papers. The back being expansive adjusts itself to the thickness of the contents—from one to 300 sheets. It provides an individual file for each correspondent or subject. Tough tinted manila paper, folded to form two guards, to which is secured a flexible metal clip with two needles, over which the papers are placed, after being perforated with two holes  $2\frac{3}{4}$  inches, center to center. A perforator is attached to each binder.

When full, the file resembles a manuscript book. Its uses are not limited to letters but price lists, catalogues, orders, bills of lading—all sorts of loose sheets—can be bound in it. It is a fine binder for single copies of Magazines.

**Litho Boards—Manila Paper Backs.**

Side Opening.

No.	Per 100	Per Doz.	Each
300-S. 10x6 $\frac{3}{4}$ inches	\$	\$	\$
400-S. 12x9 inches			
500-S. 14x9 inches			
End Opening.			
300-O. 10x6 $\frac{3}{4}$ inches	\$	\$	\$
400-O. 12x9 inches			
500-O. 14x9 inches			

Can be supplied in Blue, Green, Red or other colors for distinguishing contents

**Heavy Litho Boards, Cloth Back.**

Side Opening.

No.	Per Doz.	Each
302-S. 10x6 $\frac{3}{4}$ inches	\$	\$
402-S. 12x9 inches		
502-S. 14x9 inches		
End Opening.		
302-O. 6 $\frac{3}{4}$ x10 inches	\$	\$
402-O. 9 x12 inches		
502-O. 9 x14 inches		

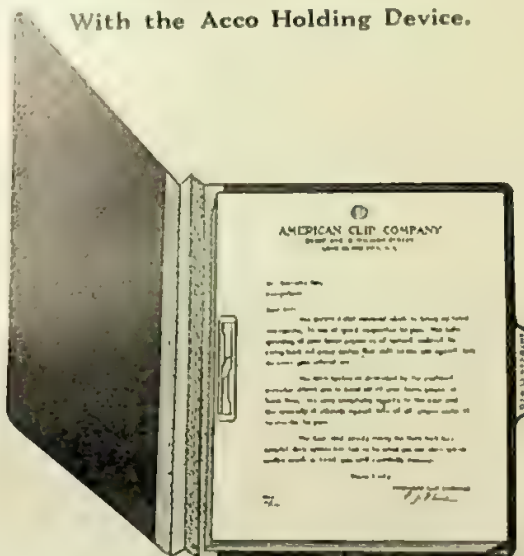
**Full Red Art Leather.**

Side Opening.

No.	Per Doz.	Each
330-S. 10x6 $\frac{3}{4}$ inches	\$	\$
430-S. 12x9 inches		
530-S. 14x9 inches		
End Opening.		
330-O. 6 $\frac{3}{4}$ x10 inches	\$	\$
430-O. 9 x12 inches		
530-O. 9 x14 inches		

**THE ACCO FOLDER.**

With the Acco Holding Device.



The Acco Folder is a competent device for binding letters, bulletins, price lists, catalogs, etc., within sturdy covers and by a method that is adaptable to every-day requirements. The covers are strongly made, with expanding backs, and the fastening device is easily inserted through holes punched in the papers. Papers are securely bound. A clever arrangement of this binding device makes it easy to remove contents, bound together, and to replace them without again arranging on binding prongs. The Acco Folder is carried in several sizes and styles of binding. Binding fastener is at the side in some styles and at the top in others.

**Style A. F.** Red Pressboard Folder with or without tabs, in one and two-inch capacities.

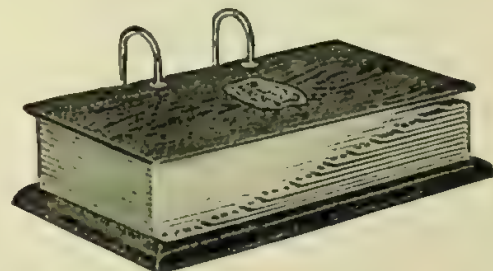
No.	Size, Binding Side First	Capacity	Each, Complete
A. F. 252.	11x8 $\frac{1}{2}$	1-inch	\$
A. F. 172.	8 $\frac{1}{2}$ x11	1-inch	
A. F. 174.	8 $\frac{1}{2}$ x11	2-inch	

**Style A. H.** Same as Style A. F., but of Binders Board, bound with black cloth. Designed for desk use or for use when traveling.

No.	Size, Binding Side First	Capacity	Each, Complete
A. H. 252.	11x8 $\frac{1}{2}$	1-inch	\$
A. H. 652.	8 $\frac{1}{2}$ x11	1-inch	

**Style B. H.** Covers of Binders Board, bound with Art Fasten Cloth. These binders are punched and equipped with Acco Fasteners for all standard gauges of centers and are ideal for loose leaf transfers. Two-inch capacity.

No.	Size, Binding Side First	Punching	Each, Complete
B. H. 1702.	8 $\frac{1}{2}$ x11	2 $\frac{3}{4}$ C. C.	\$
B. H. 2502.	11x8 $\frac{1}{2}$	2 $\frac{3}{4}$ C. C.	
B. H. 1902.	8 $\frac{1}{2}$ x14	2 $\frac{3}{4}$ C. C.	

**LEDGER OR ACCOUNT FILE.**

**Ledger, Account and Collection File.** This is a very simple file for keeping all small and short accounts, and for collections, statements, bills, etc. It has an oak base and top to which are attached a telescoping arch on which the sheets and index leaves, which are punched for the purpose, are filed. Any sheet may be removed or a new sheet inserted, without disturbing the arrangement of the other sheets.

222. Complete with index and 500 statements, 4x9 inches...\$  
Extra statements, 4x9 inches.....Per 1000  
Extra statements, 4x9 inches.....Per 500

**MORDEN RINGS.**

**Morden Rings** are used for fastening together loose sheets of any kind, college note books, etc. They open for inserting by means of a swivel section and when closed form perfect rings which do not interfere with the free movement of the sheets.



Diameter	Per 100	Dos.	Each
$\frac{1}{4}$ -inch.....	\$	\$	\$
$\frac{1}{2}$ -inch.....			
1 -inch light wire.			
1 $\frac{1}{2}$ -inch light wire.			
1 $\frac{1}{2}$ -inch heavy wire.			
2 -inch heavy wire.			

**GUMMED REINFORCEMENTS.**

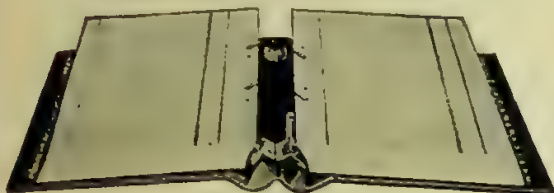
Made to fit around holes in standard loose leaf sheets. Uniform gumming. All strong white cloth, except No. 13 which is tough paper.



No.	Size, Binding Side First	Punching	Each, Complete
2.	Cloth for $\frac{1}{4}$ " hole.		
3.	Cloth for $\frac{1}{2}$ " hole.		
4.	Cloth for $\frac{1}{2}$ " hole.		
6.	Cloth for $\frac{1}{2}$ " hole.		
9.	Cloth for $\frac{1}{2}$ " hole.		
10.	Cloth for $\frac{1}{2}$ " slot hole.		
13.	Paper for $\frac{1}{2}$ " hole.		
14.	Cloth for $\frac{1}{2}$ " hole.		
16.	Cloth for $\frac{1}{2}$ " slot hole.		

No. 16—50 in a box. Others 100. No. 2 carried 1000 and 5000 to box also; No. 14 1000 to box also.

## TENGWALL PRONG BINDER.



This is an exceedingly capable binder for holding bulky documents. It is made with four curved prongs which, when the binder is unlocked, separate as shown in illustration. When locked, the prongs close into four different holes punched into the sheets. Thus, the sheets are given all of the flexibility afforded in a ring binder.

More sheets can be filed in a Prong Binder than in any other binder of the same size. The back is opened by means of a lever which releases a catch and the back divides for inserting leaves on the prongs.

The binder is made of single binder's boards, covered with slate colored Army Duck, with rounded wood back and heavy steel prong plates and prongs. Spring lever catch-lock.

2-inch Back

Stock No.	Price
8351	\$
8451	
8501	
8601	
8681	

3-inch Back

Stock No.	Price
8491	
9601	
....	

Sheet Size  
Binding  
Side First

5 1/2 x 8 1/2
8 1/2 x 11
8 1/2 x 14
11 x 8 1/2
12 x 9 1/2

C to C  
of  
Outside  
Prongs

2 1/2
4 1/2
4 1/2
4 1/2
8

## THE "F-B" LOOSE LEAF HOLDER.



Pat. May 13, 1913.

is an adjustable device used as transfer binder for all kinds of loose leaf sheets; the device is adjustable to size of paper by means of extensible metal strips. Its posts are loose and can be set to fit any distance between the punch holes; the posts are also removable and can be exchanged for longer or shorter ones, thus regulating the capacity of the binder.

The outer part of the cut shows the patented device, the inner part gives a view of Loose Leaf Sheets bound by means of the "F-B" Loose Leaf Holder.

All sorts of Loose Leaf Records like sales records, purchase records, shipping orders, requisition sheets, bills of lading, etc., etc., can be shelved in book form instead of in bundles, at a very low cost.

Price Each, \$ ; Per Doz., \$

## BANKER'S CLASP.



This is an excellent device for holding, temporarily, large sheaves of papers, checks, documents, etc. Is also a splendid check stock holder. It is made of strong Clock steel spring, black enameled and is 6 1/2 inches long. It has a capacity larger than the largest paper clip, is on and off in a flash, and on account of its length, will hold a quantity of papers to its full capacity without danger of slipping.

Dozen, \$ ; each \$

## USED AS AN ADVERTISEMENT.

This clasp makes a splendid advertisement when stamped with the Bank or firm name. It is an article that will be appreciated by every one. Write for prices.

## SUCCESS

—in business is usually due to a policy of fair dealing with customers, dependable merchandise, reasonable prices and good service. Whatever measure of success we enjoy is the result of having adhered to this policy ever since we have been in business.

## CHICAGO BINDING SCREWS.



The slotted head is attached to a screw which screws into a sleeve. These screws are valuable for binding together pages of catalogs, price lists, sample books, scrap books, etc. They are convenient for any temporary or permanent binding purpose and are very easy to use.

Construction. These posts are regularly furnished with brass finish—nickel plated to order only. 1/2-inch diameter slotted heads, 1/4-inch diameter posts. Lengths from 1/4-inch up to 4 inches inclusive.

Length Under Head	Diameter of Shank	Less Than 100, Each	Per 100	Per 1000
1/4-inch	1/4-inch	\$	\$	\$
1/2-inch	1/2-inch			
3/4-inch	3/4-inch			
1-inch	1-inch			
1 1/4-inch	1 1/4-inch			

Length Under Head	Diameter of Shank	Less Than 100, Each	Per 100	Per 1000
1 1/4-inch	1 1/4-inch	\$	\$	\$
1 1/2-inch	1 1/2-inch			
2-inch	2-inch			
2 1/2-inch	2 1/2-inch			
3-inch	3-inch			
3 1/2-inch	3 1/2-inch			
4-inch	4-inch			

Specifications and prices gladly furnished for complete office lay-outs.

## "DUO-TRAY" EQUIPMENT FOR MACHINE ACCOUNTING.

### THE DEVICE OF PRACTICAL FEATURES.

Quick Opening  
Quick Closing and Locking  
Accounts Accessible  
Rapid Fingering of the Leaves  
Perfect Alignment of Leaves  
Sheets Locked in the Binder

No Loose Parts to Become Lost  
Side Guide  
Simple Locking Mechanism  
Expanding Binders  
Durability

The Duo-Tray Equipment is the result of painstaking investigation and of the knowledge gained by actual experience in machine accounting. This equipment has been developed to overcome the handicaps found in other equipment and to make easy to attain the speed demanded by present-day requirements.

When conditions exist permitting the posting media to be pre-arranged in consecutive order, following the same plan as the indexing of the ledgers, we recommend the new I-P "Duo-Tray" Equipment.

Development produced a stand to be used with accounting machine equipment binders, which "upset" or "fanned" the sheets, raising the front sheet higher than the one behind it, facilitating the selection of individual accounts, completely dividing the posted from the unposted matter and greatly reducing mutilation of the

It is agreed by all experts in mechanical accounting that it is more time to select the accounts, place the leaves in the binder and return them to the binder than it does to make the error. It should be obvious that anything that can be done to minimize the sheet handling is worthy of most careful consideration.

Experience has proven conclusively that the upset feature effects a saving of at least 10% in the selection of account leaves.

By bringing the account names to a position that is within the natural reading focus of the operator's eyes, eye strain is eliminated, therefore fatigue and errors in posting to the wrong account are minimized.

**The Upper Tray.** The upper tray of the "Duo-Tray" stand has a smooth polished metal platform upon which the sheets are stacked ready for posting. This smooth metal surface assists in eliminating "blocking" of the sheets. The sheets will slide into their proper working position more readily when placed on this smooth metal surface than when placed on the old style wood platform. The "Upsetting" or "Fanning" feature of this type device is lost if the sheets are permitted to "block" while in the upper tray.

**The Lower or Receiving Tray.** The lower or receiving tray of our "Duo-Tray" device on which the leaves are registered as they are returned after posting is set much lower and at less of an angle than has been usual in this type of equipment. This permits



the account sheets to be brought to a more readable position by bringing the unposted accounts closer to the operator, still keeping the posted leaves below the natural line of movement of the operator's arm.

**Side Guide.** The principle of the side guide is only new as applied to binder equipment—its value in assisting in accurate registration of sheets has been known and used for this purpose for years. The problem of rapid, semi-automatic registration of the sheets, when returned to the binders after posting, has been solved by this time tested principle.

**Stands.** The stands of the new I-P "Duo-Tray" device are exceptionally strong. The frames of this stand are of three-ply golden oak and are supported by two  $\frac{3}{8}$ -inch steel rods, one in front and one in the rear, together with the angle plate of heavy sheet steel on top.

**No Loose Parts.** By the adoption of this mechanism we have simplified our device to a minimum. Just the two tube metals, two posts, two locks and a sliding wedge constitute its assembly. We have no loose parts to become misplaced or lost—no keys, no loose locking bars, in fact, **No loose parts of any character.** This feature is important, for the losing of loose parts such as used in other devices has caused considerable trouble and inconvenience in the past.

**Durably Constructed.** The I-P "Duo-Tray" Binder is built to wear a business lifetime. The metal parts are not covered with binding material which would soon wear out under the hard service such binder encounter. The contact points of the metal parts are nicely rounded, leaving no sharp edges to scratch the desk and are nicked and polished, giving them a neat appearance. The locking mechanism is so simple and perfect in principle that we have no hesitancy in covering it with our **Unqualified Guarantee.**

**Binders.** For binders to go with the new I-P "Duo-Tray" stand, we have adopted post binders—The Original Loose Leaf Device. Nearly every institution using loose leaf have post binders now in use and know the satisfactory service they have rendered. We are making these binders with sectional posts to permit varying capacities and still not have excessive protrusion of the posts. They will lock securely from a few dozen (see Fig. 1) to 700 sheets, (see Fig. 2) although to obtain the greatest efficiency we recommend the maximum capacity be kept as close to 400 accounts as is practicable. A thick, clumsy binder is hard to handle and slows down the work.

**Sheets Locked in The Binder.** The binder posts pass through round hole punchings in the leaves, holding them securely—No chance for a spill as in the case of "U" shaped or slotted holes.

**Locking Mechanism.** We are using with these binders a principle of locking mechanism that nearly every one has had experience with. This locking principle is the same as used in the time tested door transom lock. Although this character of lock has been used for door transoms for many years, its use with post binders is new. It is strong, simple, and fool proof.

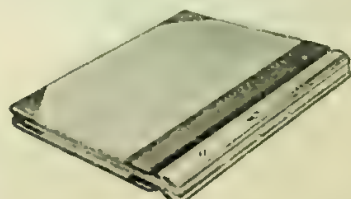


Fig. 1.

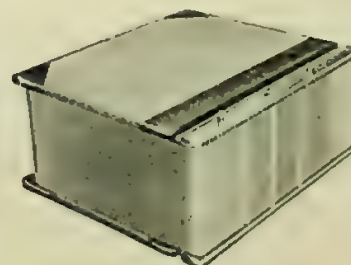
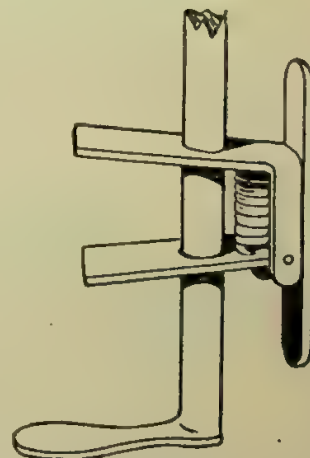


Fig. 2.



Locking Mechanism.

## TYPE 1 "DUO-TRAY" EQUIPMENT.



Where reference to the binder is not an important matter when conditions demand a device permitting offsetting of the sheets, we recommend Type 1 "Duo-Tray" Equipment. This type of equipment has been designed for use with ledger and statement systems where the active leaves are set out to the right for the purpose of proving or other future reference.

### Binders.

The binders of the Type One device are bound in the highest grade of fawn colored corduroy and red cross-grained cowhide over heavy, well seasoned binders boards. Any other binding material can be furnished on special order.

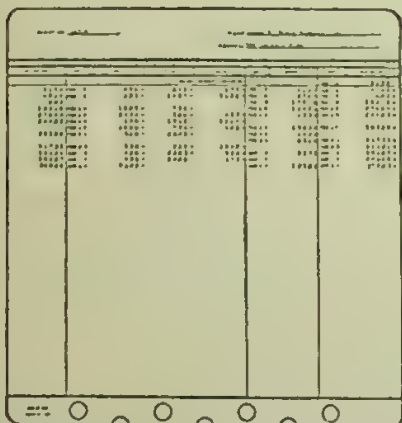
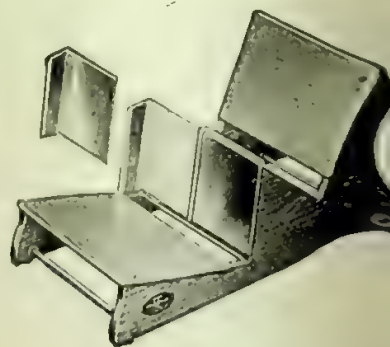
The binders of this type are made with covers and metal parts extended to protect the leaves when in offset position.

### Metal Hinge.

The cover boards are attached to the metal parts by means of a heavily nickel-plated steel "Piano Hinge."

### Stands.

The Type One "Duo-Tray" stand is adjustable for any width sheet. This is made possible by an adjustable side guide. There is an offset guide embossed in the face of this stand for the purpose of holding offset sheets in registration while posting.



Ledger Sheet Showing Style of Punching Used with Type One "Duo-Tray" Binder.

### Type One "Duo-Tray" Equipment.

Size of Sheet	Binder	Stands	Table
6 x 9	19162	191	
8 1/2 x 11	19163	191	620
11 x 11	19165	191	20" Height
	19165-G	191	
12 x 12	19166	191	630
	19166-G	191	30" Height

### Ledger Sheets

### SHEETS

### Statement Forms

### Stock Numbers.

### INDEXES

M-1401 M-1403 M-2351  
M-1301 M-1303 M-1305  
M-1351 M-1355 M-1370 M-1371

M-1401FS M-1403FS  
M-1302 M-1034 M-1306

M-1307

M-1308

27 Sub. 50 Sub. 100 Sub.  
XT-1162 XT-2162 XT-4162  
XT-1163 XT-2163 XT-4163  
XT-1165 XT-2165 XT-4165  
XT-1166 XT-2166 XT-4166

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## FOR MACHINE ACCOUNTING.

### QUICK OPENING.

The following simple operations are all that are required to open the binder ready for posting:

1st. Slide locking button into the "unlocked" position and place binder face downward on the lower platform of the stand. See Fig. No. 1.

2nd. With thumb of right hand underneath, raise cover of binder to a vertical position, place left hand on sheets as near binding edge as possible and pull upward on cover of binder. See Fig. No. 2.

3rd. Place cover thus removed, with posts upward, on top of sheets. See Fig. No. 3.

4th. With thumbs underneath, what is now bottom cover, grasp entire binder and sheets and place same on the upper tray of the stand. See Fig. No. 4.

5th. Replace top cover to lower platform. See Fig. No. 5.

### SHEETS "FANNED" OR "UPSET".

You are now ready for posting. The sheets are in the "upset" position, each leaf a trifle higher than the one behind it, enabling rapid selection of one account sheet at a time. See Fig. No. 5.

### RAPID SELECTION OF ACCOUNTS.

Because of the "upset" feature and the freedom with which the sheets set in the upper tray of the stand, the accounts are extremely accessible. It is now a simple operation to finger through to the exact sheet to be posted. See Fig. No. 5.

### ACCURATE REGISTRATION.

After locating the account on which there is posting to be made, grasp the account sheets which are inactive at this particular "run" of posting, between the thumb and index finger and the account sheet on which there is posting to be made, between the index and middle finger (See Fig. No. 6), pull forward and drop the inactive accounts into the lower receiving tray. See Fig. No. 7. After posting, place each individual account face downward on the receiving tray and "thumb" sheets from the opposite corner toward the angle side guide. The Sheets readily slide into perfect registration. See Fig. No. 8.

### POSTED LEAVES SEPARATED FROM UN-POSTED LEAVES.

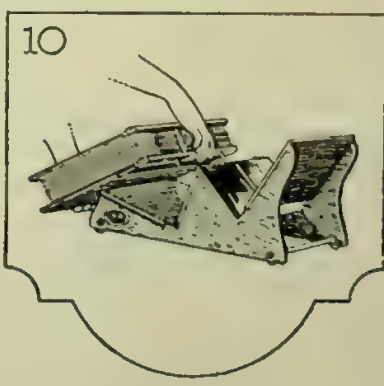
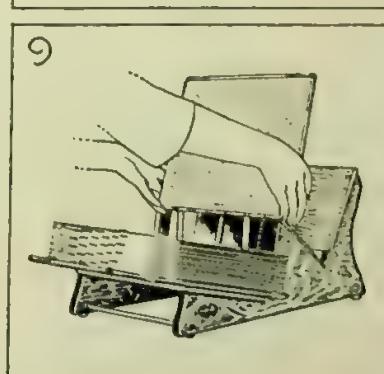
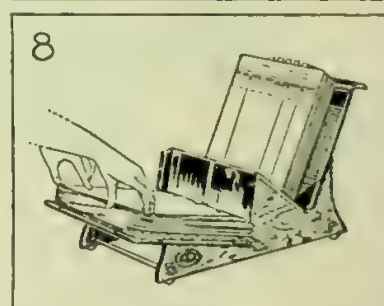
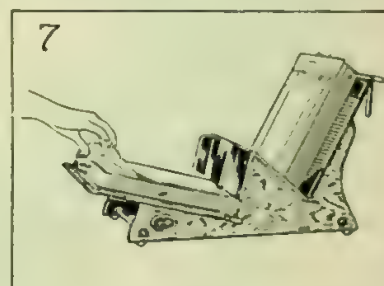
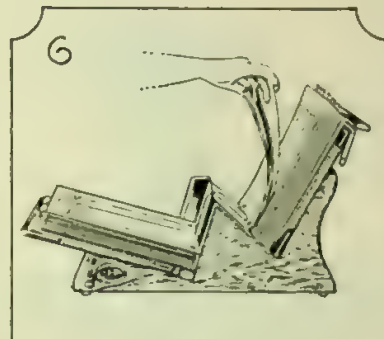
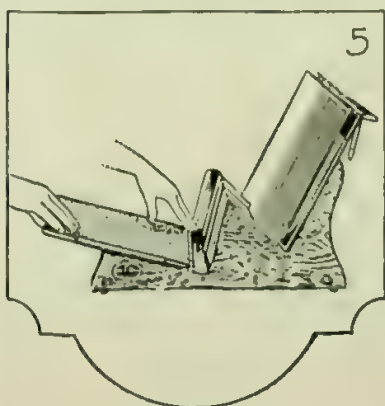
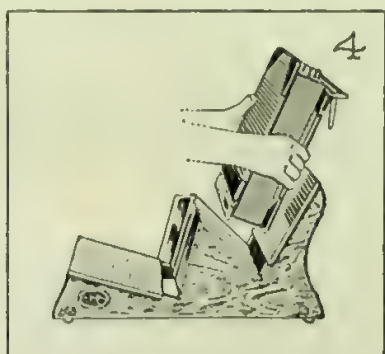
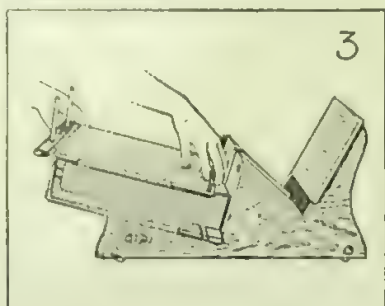
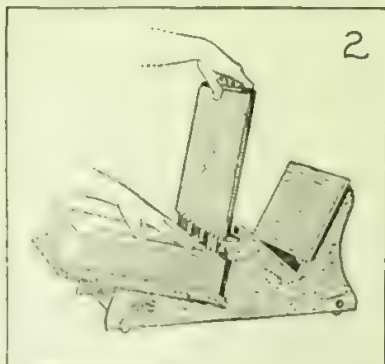
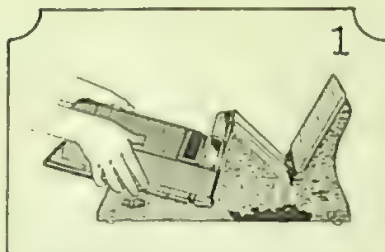
There is a complete separation of the posted from the unposted leaves. There is no chance for the leaves to Sag and Bind against each other.

### QUICK CLOSING AND LOCKING.

The closing and locking of the binder is extremely simple. The posts are inserted into the punchings in the leaves and pressed downward through the top metal of the binder. See Fig. No. 9.

Pick the binder up and slide the "locking button" of the transom lock into locked position. See Fig. No. 10.

Because of this sliding lock and the fact that the posts of the binder pass through solid hole punchings in the sheets, there is no need for keys, locking posts or other loose parts. The binder is positively locked and the Sheets locked within it.



## TYPE 2 "DUO-TRAY" EQUIPMENT.

### MORE CONVENIENT FOR REFERENCE.

It is quite common in commercial houses to spend more time with the ledgers for reference purposes than for actual posting. Mindful of this fact, our desire has been to construct a device that would not only be more efficient in operation while posting, but one that would also be more convenient for reference. We have solved this problem with our Type 2 "Duo-Tray" Equipment.

### DISADVANTAGES OF BOTTOM BINDING.

Practically all Accounting Machine Equipment binders have, heretofore, been designed for binding the leaves at the bottom edges. This makes an awkward book to refer to because it is necessary to turn it completely around in order to read the entries on the back of the leaves. It is often necessary to carry three or four leaves in the current ledger for each of the more active accounts, and, in such cases reference is made particularly difficult because the ledger must be turned repeatedly with the turning of the leaves.

### U-NOTCHES AT THE SIDE UNSATISFACTORY.

Attempts have been made to avoid this inconvenience by punching, at the side, the leaves for bottom binding binders. This does not prove satisfactory, however, for the following reasons:

**First.** U-Shaped notches often catch and tear in the machine.

**Second.** The headings of the accounts appear at the side when in the stand ready for posting. As it is impossible for the operator to attain any speed in selection of accounts unless the headings are at the top of the leaves where they are easily read, it is necessary to double head each account sheet once at the side and once at the top.

**Third.** It being undesirable to have open punching on the index side of the sheet, it is impossible to have a reversible sheet with this type of punching. When the front side of the sheet is filled, the operator must indicate that the balance to be picked up is on the opposite side of the sheet, either by ringing the last balance, writing "balance forwarded" or some other such marking. To prevent the picking up of the wrong balance, the Operator must be continually on the watch for this signal mark.

### SOLID HOLE PUNCHING.

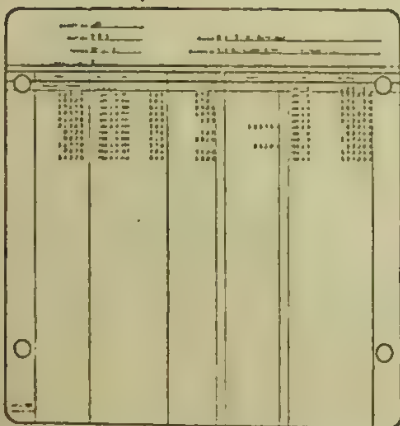
The leaves for the Type Two "Duo-Tray" Binder are punched on the sides with four Solid Round Holes, two on the right and two at the left. Solid round hole punching cannot possibly catch in the machine.

### SHEETS REVERSIBLE.

The sheets are punched on both the right and left sides to permit the "right and left tumble" or reversing of the sheets, thus keeping the current side always uppermost. No need for "Rung Balances" or any other marking as the side to be posted is always facing the operator. This is not only a great convenience to the operator when checking balances but reduces the possible error of picking up the wrong balance.

### NO NEED FOR DOUBLE HEADING.

When Type Two "Duo-Tray" Binder is in the stand ready for posting, the account headings are at the top on a direct line with the eyes of the operator.



Ledger Sheet showing style of Punching used with Type Two "Duo-Tray" Binder.

### TYPE TWO "DUO-TRAY" EQUIPMENT STOCK NUMBERS.

Binders	Stand	Table	Sheets			Indexes			Transfer	Binders
			Ledger Sheet	Statement Form	27 Sub.	50 Sub.	100 Sub.	Class MD		
Sheet Size Number	Number	Number								
11x10 1/4 19264	192	620	M-1402 M-1404	M-1404FS M-1404FS	XS-1264	XS-2264	XS-4264	M-4264		7264
		20" Height								
11x11 19265	192	630	M-1351 M-1355		XS-1265	XS-2265	XS-4265	M-4226		7226
12x12 19266	192	30" Height	M-1370 M-1371		XS-1266	XS-2266	XS-4266	M-2466		7266

Indexes with 150 and 200 subdivisions can be obtained.

We are able to quote attractive mill prices on large envelope orders

## FOR MACHINE ACCOUNTING.

### QUICK OPENING.

The following simple operations are all that are required to open the binder ready for posting:

1st. Slide locking button into "unlocked" position and place binder face downward on the lower platform with metal part on left side of the stand.

See Fig. No. 1.

2nd. With thumb of right hand underneath, raise cover of binder to a vertical position, place left hand on sheets as near binding edge as possible and pull upward on cover of the binder—disengaging the posts.

See Fig. No. 2.

3rd. Place cover thus removed, with posts upward, on top of sheets.

See Fig. No. 3.

4th. With thumbs underneath, what is now bottom cover, grasp entire binder and sheets and place same on upper tray of the stand.

See Fig. No. 4.

5th. Replace top cover to lower platform.

See Fig. No. 5.

### SHEETS "FANNED" OR "UPSET".

You are now ready for posting. The sheets are in the "upset" position, each leaf a trifle higher than the one behind it, the headings in a direct line with the operator's eyes, enabling rapid selection of one account sheet at a time.

See Fig. No. 5.

### RAPID SELECTION OF ACCOUNTS.

Because of the "upset" feature and the freedom with which the sheets set in the upper tray of the stand, the accounts are extremely accessible. It is now a simple operation to finger through to the exact sheet to be posted.

See Fig. No. 5.

### ACCURATE REGISTRATION.

After locating the account on which there is posting to be made, grasp the account sheets, which are inactive at this particular "run" of posting, between the thumb and index finger and the account sheet, on which there is posting to be made, between the index and middle finger. (See Fig. No. 6.) Pull forward and drop the inactive accounts into the lower receiving tray. (See Fig. No. 7.) After posting, place each individual account face downward on the receiving tray and "thumb" from the opposite corner toward the angle side guide. The sheets readily slide into perfect registration.

See Fig. No. 8.

### POSTED LEAVES SEPARATED FROM UNPOSTED LEAVES.

There is a complete separation of the posted from the unposted leaves. There is no chance for the leaves to sag and bind against each other.

### QUICK CLOSING AND LOCKING.

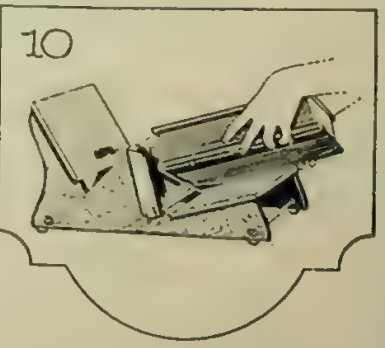
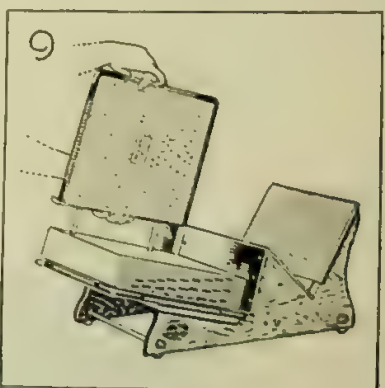
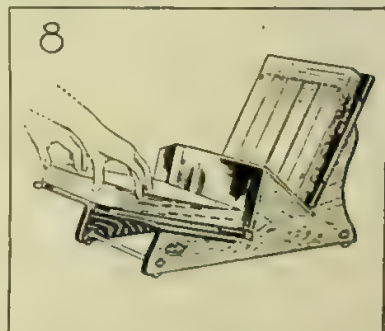
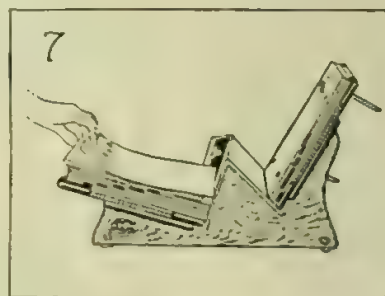
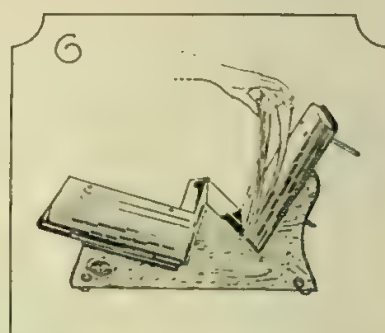
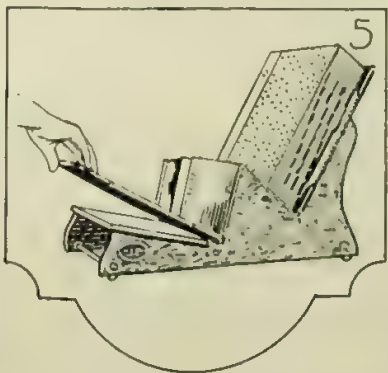
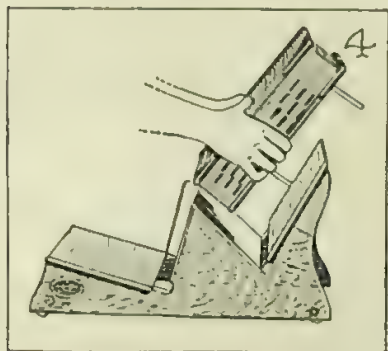
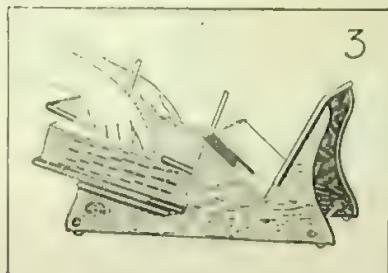
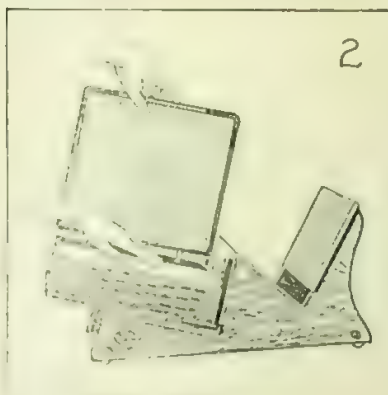
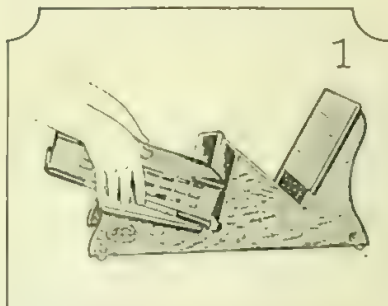
The closing and locking of the binder is extremely simple. The posts are inserted into the punchings in the leaves and pressed downward through the top metal of the binder.

See Fig. No. 9.

Pick the binder up and slide the "locking button" of the transom lock into locked position.

See Fig. No. 10.

Because of this sliding lock and the fact that the posts of the binder pass through solid hole punchings in the sheets, there is no need for keys, locking posts, or other loose parts. The binder is positively locked and the sheets locked within it.



## TYPE 2 "DUO-TRAY" EQUIPMENT FOR



Many attempts have been made to provide a binder equipment that would meet the requirements of the plan of mechanical accounting, where the statement and ledger are both posted at the same operation, in a better way than has been accomplished heretofore. The addition of our collating post to our Type "Duo-Tray" Equipment has produced a device for this class of work, unequalled for efficiency or simplicity.

### WHY AN ALIGNING POST IS NECESSARY.

With the unit plan of mechanical accounting—the aforementioned system—the statement is nearly always narrower and oftentimes shorter than the ledger sheet. Without an aligning post, it is quite difficult to keep the statement punching in line with the ledger punching. If the punchings of all of the leaves are not kept in accurate registration, when the binder is closed the punchings will become mutilated. Mutilated punchings catch in the machine, thereby causing great annoyance. Manufacturers of accounting machine equipment have known this for years, so have included posts in their design for keeping the sheets in alignment.

### DISADVANTAGES OF THE TWO POST TO TWO POST IDEA.

With the old style equipment, consisting of a tapered post binder and posting device, it is necessary each time an item is posted for the operator to lift the sheets off of the two post of the binder and place them onto the two posts of the posting device. This requires that both hands be used, as the leaves must be kept at right angles to the posts in order to prevent them from tearing and catching at the punching. To bring both hands into the machine handling operation naturally slows up the work and forces operator to bend and twist his body each time an item is posted, thus adding unnecessary physical strain to the work.

### DISADVANTAGES OF THE ONE POST TO ONE POST IDEA.

Later, manufacturers produced a binder which partially eliminated the two-hand operation by constructing a device with only one post in the base metal and one post in the top metal. When the top is removed, the post in the top metal is pulled out of the punchings in the leaves, leaving the leaves only on the one post in the base metal. This made a one-hand operation possible; but with this type of device, expansion is limited as it has a set minimum capacity; its flat telescoping back sets so close that it is difficult to feed the sheets over the post. There is no fanning or "upsetting" of the unposted sheets. The operator must "thumb" thru to the account sheet to be posted, causing them to become soiled and dog-eared. It either lies flat or at a slight angle on the desk, making the account headings exceedingly difficult to read, causing errors in posting to the wrong account.

### THE I-P NO-POST TO ONE POST IDEA.

It occurred to the Irving-Pitt Manufacturing Company, since the one post to one post idea was so much faster than the two post to two post idea, if they could develop a device that would eliminate the many objections in the one post to one post binders, eliminate the post from which the sheet must be lifted, merely having one post to hold the sheets in alignment after the posting operation and still embody all the features of our Type 2 "Duo-Tray" device, they would have reached the goal so long striven for. We have accomplished this with our

Type 2 "Duo-Tray" Equipment for Collating Ledger and Statement Sheets.



### EXPANDING BINDERS.

The binders are equipped with sectional posts to permit varying capacities. They will securely hold from a few dozen to 700 account sheets.

### UNPOSTED LEAVES UPSET DURING THE POSTING OPERATION.

The unposted leaves set in the upper tray of the stand in "upset" position, each sheet a trifle higher than the one behind it, enabling rapid selection of one account sheet at a time.

### TYPE TWO "DUO-TRAY" EQUIPMENT STOCK NUMBERS.

Size of Sheet	Binders	Stands	Table	Collating Post	Ledger Sheet	Sheets Statement Form	Indexes 27 Sub. 50 Sub. 100 Sub.	Transfer Binders Class MD Class GT
11x10 1/4	19264	192	620 20" Height	136		M-1402FS M-1404FS	XS-1264 XS-2264 XS-4264	MD-4264 7264
11x11	19625	192	630	136	M-1370 M-1371 M-1351 M-1355		XS-1265 XS-2265 XS-4265	MD-4226 7226
12x12	19266	192	30" Height	136	M-1402 M-1404		XS-1266 XS-2266 XS-4266	MD-4266 7266

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## COLLATING STATEMENT AND LEDGER SHEETS.

### REMOVING SHEETS OFF OF A POST UNNECESSARY.

The sheets set in the upper tray absolutely free. There are no posts from which the sheets must be removed.

### RAPID SELECTION OF ACCOUNTS.

Because of the "upset" feature and the freedom with which the sheets set in the upper tray of the stand, the accounts are extremely accessible.

### ACCOUNT HEADING WITHIN THE NATURAL READING FOCUS OF THE EYES.

The lower tray of the stand, upon which the sheets are registered over the collating post, is set much lower than is customary. The account headings are at the top of the sheet in direct line with the operator's eyes and at the proper angle for reading. Because of the low angle of the receiving tray, the account headings may be brought closer to the operator, still keeping the posted account sheets below the natural line of movement of the operator's arm. By bringing the account sheets in a direct line and more within the natural reading focus of the operator's eyes, eyestrain is eliminated and posting to the wrong account is minimized.

### QUICK OPENING.

The following simple operations are all that are required to open the binder ready for posting:

1st. Slide locking button into "unlocked" position and place binder face downward on the lower platform with metal part on left side of stand. See Fig. No. 1.

2nd. With thumb of right hand underneath, raise cover of binder to a vertical position, place left hand on sheets as near binding edge as possible and pull upward on cover of the binder—disengaging the posts. See Fig. No. 2.

3rd. Place cover thus removed, with posts upward, on top of sheets. See Fig. No. 3.

4th. With thumbs underneath what is now bottom cover, grasp entire binder and sheets and place same on upper tray of the stand. See Fig. No. 4.

5th. Replace top cover to lower platform. See Fig. No. 5.

6th. Place collating post in post hole of top cover. See Fig. No. 6.

You are now ready for posting and it is a simple operation to finger thru to the exact account sheet to be posted.

### ACCURATE REGISTRATION.

After locating the account on which there is posting to be made, grasp the account sheets which are inactive at this particular "run" of posting between the thumb and index finger, pull forward and drop over collating post. See Fig. No. 7.

After posting, place each individual set of account sheets over collating post face downward and "thumb" into registration. The sheets readily slide into perfect alignment.

### POSTED LEAVES SEPARATED FROM UN- POSTED LEAVES.

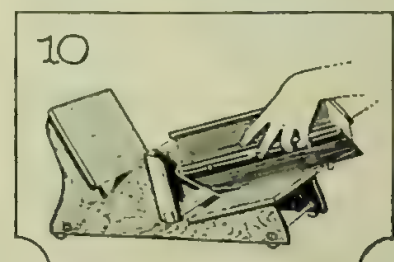
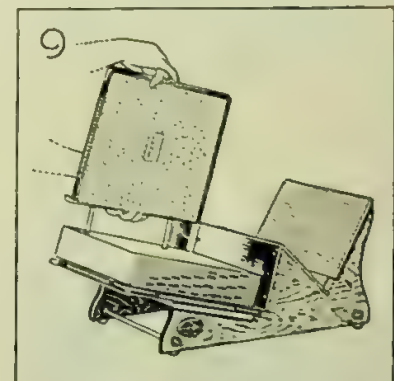
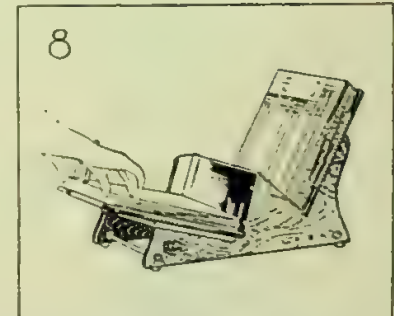
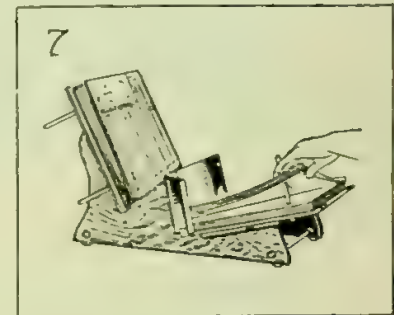
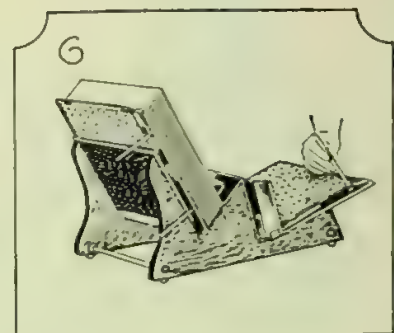
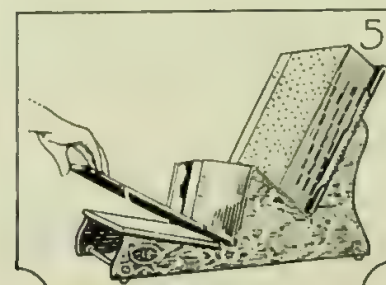
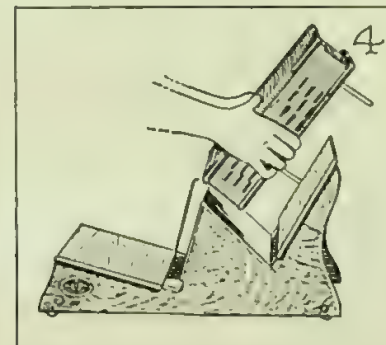
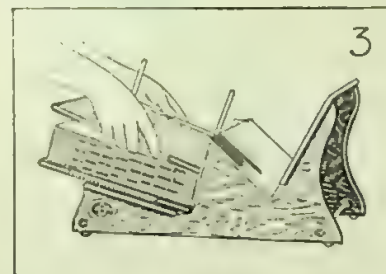
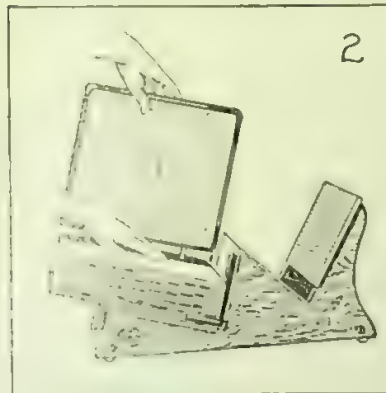
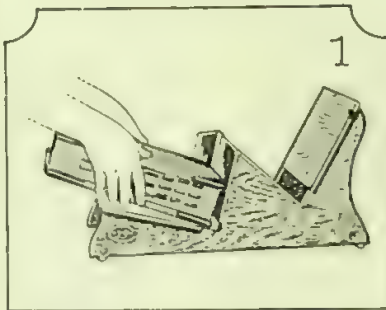
There is a complete separation of the posted from the unposted leaves. There is no chance for the leaves to sag and bind against each other.

### QUICK CLOSING AND LOCKING.

The closing and locking of the binder is extremely simple. First, remove the collating post, then insert the posts of the binder into the punchings in the leaves and press downward thru the top metal. See Fig. No. 9.

Pick the binder up and slide the "locking button" of the transom lock into locked position. See Fig. No. 10.

Because of this sliding lock and the fact that the posts of the binder pass thru solid hole punchings in the sheets, there is no need for keys, locking posts or other loose parts. The Binder is positively locked and the sheets locked within it.



## STEEL TRAYS FOR



## TREMENDOUS COMPRESSION.

The compression that is possible with the I-P Tray is unequaled by any other tray now on the market. This tremendous compression is made possible by the strength of our front and back wings and by the location of our locks.

## PLEASING APPEARANCE.

The I-P Steel Tray is constructed like all high grade metal furniture, there being no visible folds, all being inside of the double wall, leaving the exterior perfectly smooth. It is finished with olive green enamel and has polished nickel trimmings.

After an exhaustive study of the needs of Accounting Machine Users and numerous consultations with Accounting Machine Experts, the I-P Steel Tray was developed.

The features outlined below are the results of this investigation and embody the very latest and best ideas of Accounting Machine Users and Experts.

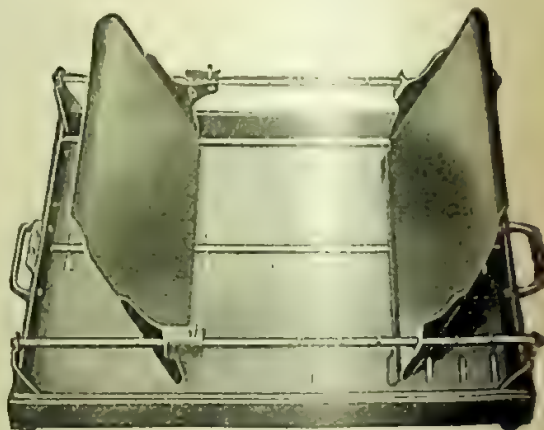
## EASY OPENING.

Only two operations are required to open the I-P Steel Tray: To release the compression, lift back wing and drop to working angle. To provide working space, pull front wing forward the desired distance.

You are now ready for posting.

## EASY CLOSING.

To close, pull back wing forward to a vertical position and push front wing back compressing sheets.



## THE LOOSE I-P LEAF STEEL TRAY EQUIPMENT STOCK NUMBERS.

The First Dimension is the Width of the Sheet	Trays				Sheets		Pressboard Guides		
	Trays Only	Trays With Hood	Trays With Hood and Lock	Tray Base	Ledger Sheet	Statement Forms	27 Sub.	50 Sub.	100 Sub.
6 x 9 With Offset Allowance to Right	1T62	1HT62	1LHT62	TB13					
							XPT-1T62	XPT-2T62	XPT-4T62
8½x11 Without Offset Allowance	1T63	1HT63	1LHT63	TB13					
8½x11 With Offset Allowance to Right	1T63	1HT63	1LHT63	TB13	M-1330 M-1401 M-1403 M-2351	M-1401FS M-1403SS M-1403FS			
8½x11 With Offset Allowance to Right and Left	1T65	1HT65	1LHT65	TB16			XPT-1T63	XPT-2T63	XPT-4T63
11 x11 Without Offset Allowance	1T63	1HT63	1LHT63	TB13					
11 x11 With Offset Allowance to Right	1T65	1HT65	1LHT65	TB16	B-210 B-225 M-1301 M-1303 M-1305	B-238 B-240 M-1302 M-1304 M-1306			
11 x11 With Offset Allowance to Right and Left	1T66	1HT66	1LHT66	TB16	M-1351 M-1355 M-1370 M-1371		XPT-1T65	XPT-2T65	XPT-4T65
12 x12 Without Offset Allowance	1T66	1HT66	1LHT66	TB16					
12 x12 With Offset Allowance to Right	1T66	1HT66	1LHT66	TB16	M-1307	M-1308	XPT-1T66	XPT-2T66	XPT-4T66
14 x12 Without Offset Allowance	1T66	1HT66	1LHT66	TB16					
							XPT-1T67	XPT-2T67	XPT-4T67

Pressboard Guides with 150 and 200 subdivisions can be obtained.

Sketches for proposed lithographed stationery gladly furnished free—write us

## MACHINE ACCOUNTING.

### DURABLE YET LIGHT WEIGHT.

That the shape and not the weight of an article gives it its strength is a well known principle in mechanics. The double wall construction of our tray makes possible the use of light weight sheet steel and at the same time has more strength than the usual construction of a single thickness wall of heavier material. These double walls are welded together at the corners, making the I-P Tray the strongest on the market.

### LOW WALL CONSTRUCTION.

The front, back and side walls of the I-P Steel Tray are unusually low, being only two inches high. This low construction adds strength, permits light to reach the extreme bottom of the sheets and eliminates approximately two and one-half inches of waste space. This elimination of waste space adds 15% to the capacity of the tray.

### LARGE CAPACITY.

Stock size trays are made twenty inches deep to accommodate a maximum capacity of two thousand sheets and a one hundred and fifty subdivided pressboard guide. Trays of a smaller maximum capacity will be made on special order.

### LOCKS THAT WILL NOT SLIP.

For locks we have again used the time tested principle of the door transom lock. They are extremely simple, strong and dependable. They will not slip. These locks are attached to the center of each side of the front wing with angle iron brackets and are supported on two three-eighths inch steel rods which run the length of the tray.

### STRONG WINGS.

The wings are of heavy sheet steel, curled at the top and corrugated at the bottom. The curling and corrugating adds strength, gives a neater appearance and makes a comfortable rest for the operator's arm while posting, —no sharp edges to cut the arm or tear the clothing.

### SHEETS WILL NOT SLIDE.

To prevent the sheets from sliding together at the lower edges, we have covered the bottom of the I-P Steel Tray with rough heavy canvas. The sheets will not slide.

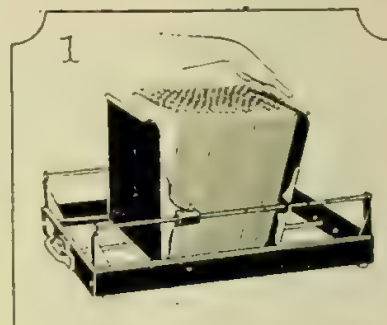
### OFFSET ALLOWANCE.

Stock size I-P Trays are provided with single, double or with no offset allowance.

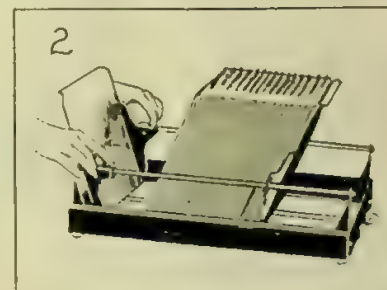
### STEEL TRAY BASES.

Steel Tray Wheel Bases that are adjustable to either sitting or standing position are very essential to easy and quick movement of trays. They are fully described on another page of this catalog.

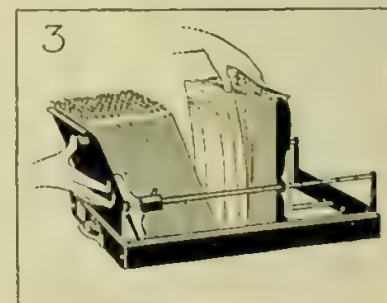
Lift back wing and drop back to working position.



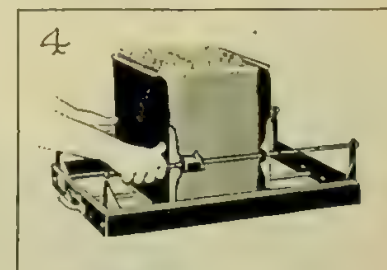
Release locks and pull front wing forward desired distance for working space.



Pull rear wing to vertical position.



Slide front wing backward, compressing sheets.

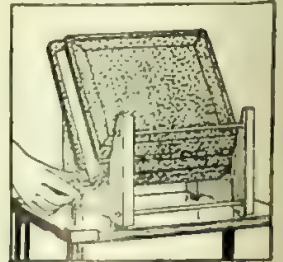
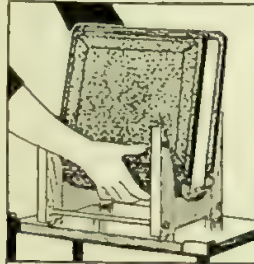


## TYPE "M" EQUIPMENT FOR MACHINE ACCOUNTING.

There are certain methods of machine accounting which prohibit pre-arrangement of the Posting Media in accordance with the plan of indexing used in the ledgers, making it desirable to post the ledgers in a random manner instead of in consecutive order, Type "M" Equipment will meet this requirement more efficiently than any other style of device.

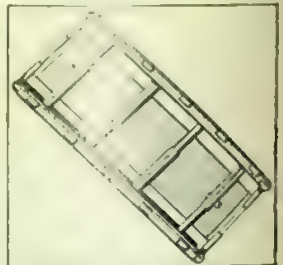
### QUICK OPENING.

Type "M" Binders are exceedingly rapid in operation, only one complete turn of the key being required to open them to a full 100% expansion.



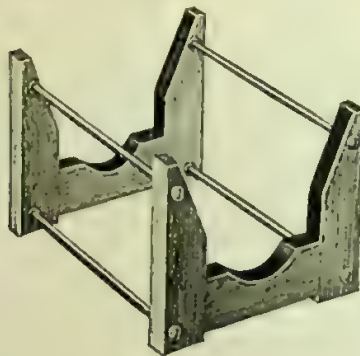
### QUICK CLOSING.

The closing operation of Type "M" Binders appeals to everyone. They are instantly closed and automatically locked by a slight pressure.



### NOTCHED POSTS.

The posts of this model are notched to prevent the sheets from sliding together at the bottom. This has eliminated the necessity of the operator prying the leaves apart at the bottom for the reinsertion of a sheet.



### STANDS.

The Type "M" Stand is the U type, with frame of golden oak. It is strongly reinforced with four 3/4-inch nickel-plated tie rods.

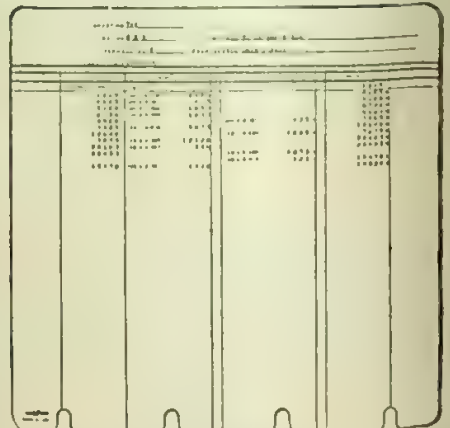
These stands are carried in stock for binders with 2 1/4-inch minimum capacity. Stands for binders with 1 1/4 or 3-inch minimum capacity will be furnished on special order.

### BINDERS.

Stock Binders of this type are bound with Imported Pigskin over heavy binders board. Any other binding material can be furnished on special order.

The Type "M" Binders, that are carried in stock, have a minimum capacity of 2 1/4 inches. Binders with a 1 1/4 or 3-inch minimum capacity can be furnished on special order.

Type "M" Binders are carried in stock both with and without extended covers.



### PUNCHING.

Illustration above shows punching for Type "M" Binders.

### AUTOMATIC LOCK.

The Locking Mechanism is the highest development of the Roller Clutch principle. There is no lost motion. The two sides slide together easily but do not slip apart the smallest fraction of an inch.

### TYPE "M" EQUIPMENT—STOCK NUMBERS.

Size of Sheet	Binders.		Stands	Table	Sheets.			Indexes.		
	With Extended Covers	Without Extended Covers			Ledger Sheets	Statement Forms		27 Sub.	50 Sub.	100 Sub.
8 1/2 x 11	2E17M63	217M63	219M	1620 20" Hgt. With Bd. Top	M-1501 M-2352 M-1401 M-1403 M-2351 M-1301	M-1403SS M-1401FS M-1403FS		XT-1M63	XT-2M63	XT-4M63
11 x 11	2E17M65	217M65	219M	1630 30" Hgt. With Bd. Top	M-1303 M-1305 M-1351 M-1355 M-1370 M-1371	M-1302 M-1304 M-1306		XT-1M65	XT-2M65	XT-4M65
12 x 12	2E17M66	217M66	219M		M-1307	M-1308		XT-1M66	XT-2M66	XT-4M66

Indexes with 150 and 200 subdivisions can be obtained.

Are your records protected from fire?—If not, you need an Allsteel Safe

## EXPANDING TRAYS FOR MACHINE ACCOUNTING.



The I-P Expanding Tray is a simple and easily-operated device, designed especially for Machine Accounting. Being light and compact, it can be moved about in practically the same manner as a loose leaf binder.

The trays being small and compact, it is possible to store them at night in a safe-cabinet or on a shelf in the vault. This is of particular importance where the vault space is limited, as it is often a difficult matter to find room for several of the large size posting trays, mounted on roller tables or tray bases.

## AN EXPANDING TRAY.

The I-P Expanding Tray has an expansion of about 100%. At the minimum it carries 600 leaves and a 50 sub-division Pressboard Guide. When more space is needed, it requires but a few minutes to expand the tray by adding a pair of post sections and leaf rests, thus providing for 300 additional leaves. There are two sets of expansion units with each tray, enabling you to provide for a maximum capacity of approximately 1200 accounts and a 100 sub-divided Pressboard Guide.

## OPERATION EXTREMELY SIMPLE.

The operation of the tray is extremely simple, being practically the same as that of the ordinary vertical style posting binder, with the exception that there is no mechanism to expand and no stand is required. The I-P Expanding Tray is practically a combined binder and stand. The wings are equipped with stops which hold them at just the proper angle for efficient work, hence no separate stand is needed.

## TRAYS BUILT FOR RANDOM POSTING.

While we strongly advocate the two-tray principle, exemplified in our Type 1 and Type 2 "Duo Tray" Binders, wherever it is possible to arrange the accounts in alphabetical order for posting, we realize that there are many cases where the character of the Posting Media is such that random posting is necessary, and for such cases the I-P Expanding Trays are ideal.

## AUTOMATIC "UPSET" DEVICE.

If you are in a position to post in alphabetical order, we recommend the use of our automatic upset device which is placed under the leaves and moves automatically from the front to the back of the tray as the posting proceeds. This device raises the leaves a few hundred at a time giving them an upset angle, thus making the top edge of each succeeding leaf a trifle lower than the one before it. This greatly facilitates the selection of accounts. Being automatic in action, the upset device is a great improvement over similar devices which Four small rollers permit it to move automatically along the track

require to be adjusted continuously at different positions in the trays. provided with leaf rests. The automatic upset device is entirely separate from the tray and can be set aside at any time when it is desired to post at random.

## CORRUGATED RUBBER LEAF SUPPORTS.

The tray is equipped with leaf supports which engage the bottom edges of the leaves. The top surfaces of these leaf rests are covered with corrugated rubber which prevents the leaves from slipping and binding against each other when the upset device is not in use.

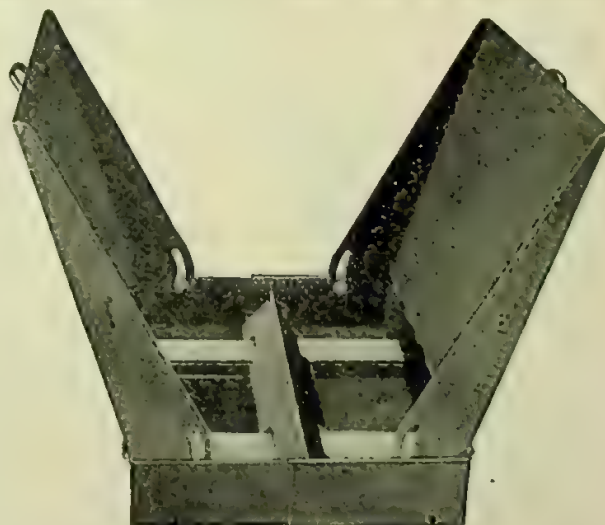
## CONSTRUCTION.

I-P Posting Trays are durably constructed of sheet steel, strongly reinforced and electrically welded. The finish is of durable dull black enamel baked on.

The illustration at the right shows the tray at full expansion-capacity 1200 accounts. Note corrugated rubber leaf rests, which prevent leaves from sliding. It also shows the automatic leaf upsetting device.

The illustration at the left shows the tray at the minimum capacity about 600 accounts. It can be expanded in a few minutes to provide for a maximum of 1200 accounts.

To get this tray into action you merely release the locking bar, allowing the front and back wings to swing outward. This feature makes it popular, not only with the machine operator, but with every one who has occasion to refer to the ledger accounts.



## EXPANDING TRAY EQUIPMENT STOCK NUMBERS.

Size of Sheet	TRAYS		Table Number	SHEETS		CELLULOID PRESSBOARD GUIDES.		
	Without Offset Allowance	Tray No.		Ledger Sheets	Statement Forms	27 Sub.	50 Sub.	100 Sub.
8 1/2 x 11	Without Offset Allowance	63		M-1501 M-2352	M-1403SS	XPT-1T63	XPT-2T63	XPT-4T63
	With Offset Allowance	64		M-1401 M-1403 M-2351	M-1401FS M-1403FS	XPT-1T64	XPT-2T64	XPT-4T64
10 1/4 x 11	Without Offset Allowance	64	1620	M-1402 M-1404	M-1404SS			
	With Offset Allowance	64	20" Height With Board Top	B-210 B-225	M-1402FS M-1404FS	XPT-1T65	XPT-2T65	XPT-4T65
11 x 11	Without Offset Allowance	65	1630	M-1301 M-1303 M-1305	B-225 B-240			
	With Offset Allowance	64	30" Height With Board Top	M-1351 M-1355 M-1370 M-1371	M-1302 M-1304 M-1306	XPT-1T66	XPT-2T66	XPT-4T66
12 x 12	Without Offset Allowance	65						
	With Offset Allowance	66		M-1307	M-1308			

First Dimension is Width of Sheet

## TUBULAR STEEL TABLES.



No. 620.  
Table Sitting Height, 20 inches high.  
No. 1620.  
Same Table with Panel Board Top.

with casters or wheels, but rest on nickel-plated ball feet which will not mar the floor or floor covering.

### Standing and Sitting Heights.

The I-P Tubular Steel Tables were designed especially for the I-P Accounting Machine Equipment. They have met the popular demand for a strong, rigid table upon which the I-P Accounting Machine Equipment Devices could be set while working with the machine.

These tables are made in two heights; 20 inches for sitting position and 30 inches for standing position.

### Panel Board Top.

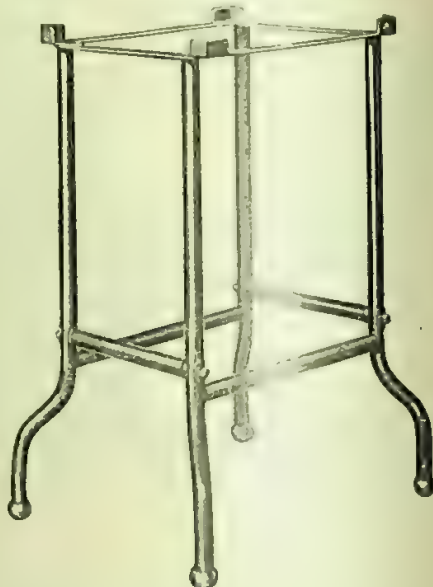
By setting a panel board into the corner brackets, a flat top table can be made to be used with either our Type "M" Device or the I-P Expanding Tray.

### Width Adjustable.

The corner brackets, into which the stands set are adjustable so that either our Type 1 "Duo-Tray" Stand or our Type 2 "Duo-Tray" Stand may be used with the same table.

### Ball Casters.

The I-P Tubular Steel Tables were not designed to be moved about but are intended to be placed by the side of the machine; therefore, they are not provided

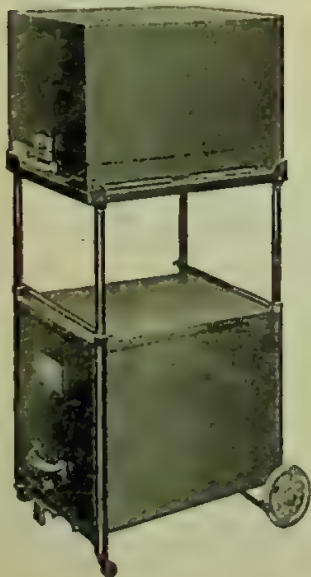


No. 630.  
Table Standing Height, 30 inches high.

### Exceptionally Strong.

These tables are made exceptionally strong, the tubing being welded or joined together with bolts and cap nuts. They are finished with high-grade baked enamel of olive green color, which together with the nicked trimmings, gives them a very pleasing appearance.

## TUBULAR STEEL TRAY BASES.



Tray Base adjusted to standing position with Tray on top and transfer file in base.

Extremely simple in operation.

This locking brake has two separate lever pedals—one for locking and one for unlocking. Both are operated by a slight pressure of the foot. When the brake of the Tray Base is in locked position, a rigid stand, entirely free from vibration during the posting operation, is assured.

The I-P Tubular Steel Tray Base is designed especially for the I-P Steel Tray but readily adjusts itself to many uses. Both the width and height are adjustable. The corner brackets may be set in or out, at will, to fit various widths of trays. The height is adjustable, from 21 to 31 inches, providing for either sitting or standing position.

Since it is often desirable to have the semi-active, transferred accounts convenient for the operator, yet separate from the active accounts, a space has been provided within this tray Base for a Transfer file.

The Tray Base is made of heavy steel tubing welded together at the joints wherever practicable. Where welding is impracticable bolts and cap nuts are used.

There are two ball bearing casters in front and two five and one-half inch ball bearing wheels in the rear. These wheels have heavy rubberized fabric tires which make the Tray Base noiseless when it is being moved about.

We have provided a locking

brake attachment which is ex-

posed of two separate lever pedals—one for locking and one for unlocking. Both are operated by a slight pressure of the foot. When the

brake of the Tray Base is in locked position, a rigid stand, entirely free from vibration during the posting operation, is assured.

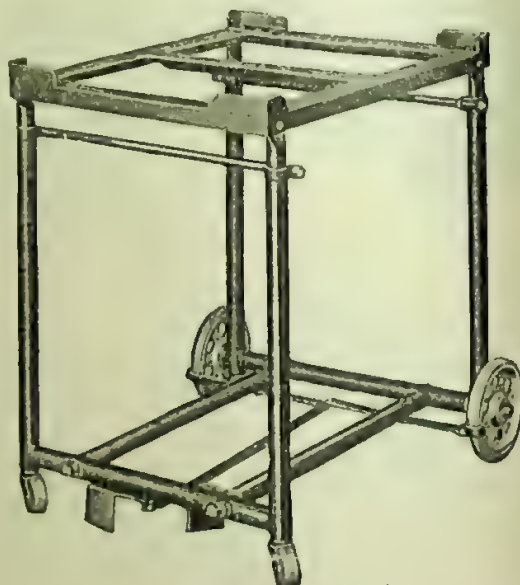
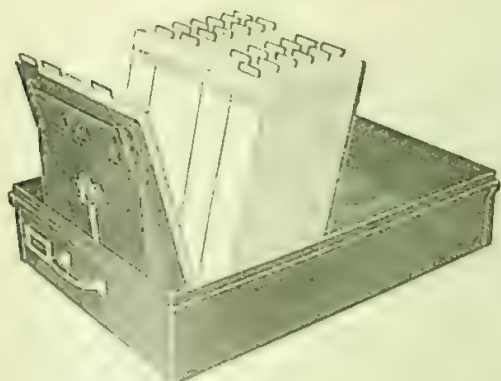


Illustration showing construction of Tray Base adjusted to sitting position.

## TATUM UTILITY STEEL TRAYS.



Tray open ready for posting.



Tray Closed—Note its strong and symmetrical appearance.

Utility Steel Trays are exceptionally strong in construction and were designed to meet the demand for a Tray that would stand up under very hard usage and still give satisfaction. These Trays have the Automatic Adjustment of the front supporting plate which has proven to be so advantageous in our Tatum Steel Trays as it is not necessary to shove the sheets back against the follower block in order to provide handling space.

Utility Steel Trays can be equipped with offset rods set in any position at a slight additional cost per rod

**For Sheets 8½x11, Without Offset Allowance.**

15 Inches Deep, Outside Measurement. Accommodating 850 Sheets, No. 32 Substance.

ST 60. Tray and Hood, with Flat Key Lock.

ST 61. Tray and Hood, without Lock.

ST 62. Tray, without Hood.

**For Sheets 8½x11, With Offset Allowance.**

20 Inches Deep, Outside Measurement. Accommodating 1500 Sheets, No. 32 Substance.

ST 160. Tray and Hood, with Flat Key Lock.

ST 161. Tray and Hood, without Lock.

ST 162. Tray, without Hood.

**For Sheets 11x11, With Offset Allowance.**

15 Inches Deep, Outside Measurement. Accommodating 850 Sheets, No. 32 Substance.

ST 63. Tray and Hood, with Flat Key Lock.

ST 64. Tray and Hood, without Lock.

ST 65. Tray, without Hood.

**For Sheets 8½x11, With Offset Allowance.**

20 Inches Deep, Outside Measurement. Accommodating 1500 Sheets, No. 32 Substance.

ST 163. Tray and Hood, with Flat Key Lock.

ST 164. Tray and Hood, without Lock.

ST 165. Tray, without Hood.

**For Sheets 11x11, With Offset Allowance.**

15 Inches Deep, Outside Measurement. Accommodating 850 Sheets, No. 32 Substance.

ST 69. Tray and Hood, with Flat Key Lock.

ST 70. Tray and Hood, without Lock.

ST 71. Tray, without Hood.

**For Sheets 11x11, With Offset Allowance.**

20 Inches Deep, Outside Measurement. Accommodating 1500 Sheets, No. 32 Substance.

ST 169. Tray and Hood, with Flat Key Lock.

ST 170. Tray and Hood, without Lock.

ST 171. Tray, without Hood.

**For Sheets 11x11, With Offset Allowance.**

26 Inches Deep, Outside Measurement. Accommodating 2100 Sheets, No. 32 Substance.

ST 269. Tray and Hood, with Flat Key Lock.

ST 270. Tray and Hood, without Lock.

ST 271. Tray, without Hood.

**For Sheets 12x12, With Offset Allowance.**

20 Inches Deep, Outside Measurement. Accommodating 1500 Sheets, No. 32 Substance.

ST 172. Tray and Hood, with Flat Key Lock.

ST 173. Tray and Hood, without Lock.

ST 174. Tray, without Hood.

**For Sheets, 12x12, With Offset Allowance.**

26 Inches Deep, Outside Measurement. Accommodating 2100 Sheets, No. 32 Substance.

ST 272. Tray and Hood, with Flat Key Lock.

ST 273. Tray and Hood, without Lock.

ST 274. Tray, without Hood.

**NOTE.** Trays ST 60, 61, 62, 160, 161 and 162 can be used for sheets or cards 5½x8½, 6x9½, 6x11 and 6x12 with offset allowance.

Where the offset allowance is not necessary these Trays can be equipped with an adjusting rod in the upper left hand side without additional cost.

**NOTE.**—The sheet capacity of 15-inch Trays is based on using a straight A to Z Metal Tip Pressboard Index, 20-inch Trays a 50 Division Metal Tip Pressboard Index and 26-inch Trays a 100 Division Metal Tip Pressboard Index

## TATUM STEEL TRAY STANDS.

## ADJUSTABLE.

## STEEL TRAY STANDS (ADJUSTABLE) WITH TRANSFER CASE IN BASE.

**STS 25. Combined Stand and Steel Transfer Case.** 20 inches deep for Utility Steel Trays, 8½x11 with offset allowance. Transfer Case will accommodate sheets 8½x11 only and provides capacity for 2000 sheets, No. 32 Substance. Outfit finished in Olive Green Enamel. Stand is adjustable to any height from 21¼ inches to 31¼ inches.

**STS 26. Combined Stand and Steel Transfer Case.** 20 inches deep for Utility Steel Trays 11x11 and 12x12 with offset allowance. Transfer case accommodates sheets 11x11 and 12x12 with capacity of 2000 sheets of No. 32 Substance. Finished in Olive Green Enamel. Stand is adjustable to any height from 23 inches to 31¼ inches.

**STS 27. Combined Stand and Transfer Case.** 20 inches deep for ST-466, 467 and 468 Columbia Drop Side Steel Trays. Transfer Case accommodates sheets 11x11 with capacity of 2000 sheets, No. 32 Substance. Finished in Olive Green Enamel. Stand is adjustable to any height from 23 inches to 31¼ inches.

**STS 28. Combined Stand and Transfer Case.** 26 inches deep, for Utility Steel Trays 11x11 and 12x12 with offset allowance. Transfer Case accommodates sheets 11x11 and 12x12 with capacity of 3000 sheets, No. 32 substance. Stand is adjustable to any height from 23 inches to 31¼ inches. Finished in Olive Green Enamel.

**Tops.** Oak Tops can be fitted to any of these stands at a small additional cost.

## STEEL TRAY STANDS.

Adjustable. Without Steel Transfer Case in Base.

Finished in Olive Green Enamel and adjustable from 18 to 30 inches. Equipped with casters and raising device.

**Stock No. For Use With**

**STS 2.** 15-inch Trays, 8½x11 without offset allowance. Over all Measurements 10" wide, 15½" deep

**STS 4.** 15-inch Trays, 8½x11 with offset and 11x11 without offset. 12½" wide, 15½" deep

**STS 6.** 15-inch Trays, 11x11 and 12x12, with offset allowance. 16" wide, 15½" deep

**STS 8.** 20-inch Trays, 8½x11 without offset allowance. 10" wide, 20½" deep

**STS 16.** 20-inch Trays, 8½x11, with offset, and 11x11 without offset allowance. 12½" wide, 20½" deep

**STS 14.** 20-inch Trays, 11x11 and 12x12 with offset allowance. 16" wide, 20½" deep

**STS 18.** 20-inch Trays, 12x12, without offset allowance. 13" wide, 20½" deep

**STS 24.** 26-inch Trays, 11x11 and 12x12, with offset allowance. 16" wide, 26½" deep



## SIMPLIFIED ACCOUNTING.

Before they will make a loan, most banks insist upon a Financial Report, and if the merchant's accounting plan is such that it takes two or three weeks to get the facts which the banker wants, the business may be seriously embarrassed.

For many business men the compiling of figures for the Income Tax Return at the close of the year is a difficult task. Another of the many advantages of this plan is the ease with which Income Tax Report figures are obtained.

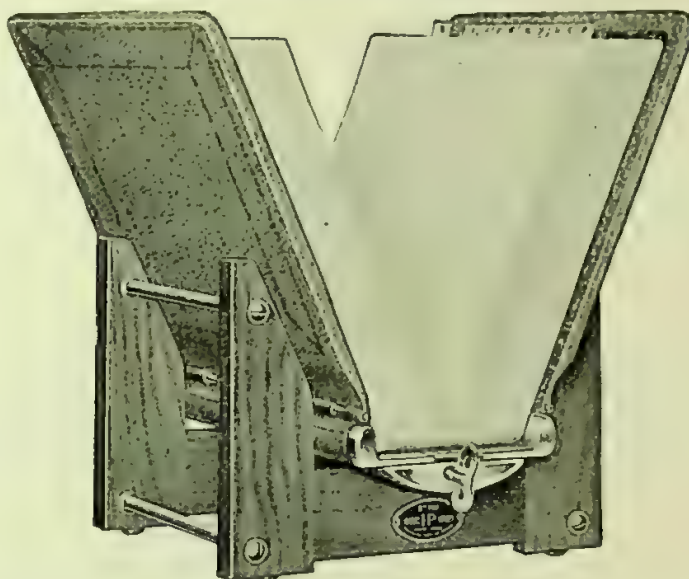
Profits come from increased Turnover and decreased Expense. Many business men have failed to get the Turnover which they should, or to watch expenses as closely as business conditions demanded, because no simple plan for doing so was available.

The Simplified Accounting Plan enables the business man to watch his Stock Turnover, to ascertain at all times that his mark-up is adequate to cover expenses and leave a margin of profit and to analyze his expenses so that he can determine at frequent intervals whether they are climbing beyond the point of safety.

DAILY DISTRIBUTION SHEET

Daily Figure Facts  
Will Open Your Eyes

## SIMPLIFIED ACCOUNTING.



The Simplified Accounting Plan combines a number of labor-saving and information-getting ideas into one complete unit. And it is so simplified that no previous knowledge of bookkeeping is necessary if the instructions are correctly followed.

With this system a record must be made of each transaction in the business. And at the close of the day's work all of these records—Cash Sales, Charge Sales, Money Received on Account, Invoices Received, Checks Paid, Bank Deposits, and others—are brought together and the figures are listed with a Burroughs Bookkeeping Machine on a form called the Daily Distribution Sheet.

This sheet is so arranged that the lists and totals become the vital figure records of your business.

It is a record of all the day's activities, as each transaction which has taken place during the day is listed on the sheet.

It becomes the proving medium for all of the ledgers.

It becomes a posting medium for all of the General Ledger entries.

The General Distribution Sheet takes the place of all journalizing of cash and also takes care of 95 per cent of the Journal work. For those items which require a Journal entry a special section on the sheet is provided. This section takes care of opening and closing entries and certain unusual transactions, such as writing off bad debts, giving or receiving a note, writing off the annual depreciation, taking care of unusual losses, etc.

The Customers' Ledger and the Creditors' Ledger are posted each day directly from the original records and are proven with the totals on the Daily Distribution Sheet which affect them. Each day the General Ledger is posted from the General Distribution Sheet in the same manner.

This posting of the General Ledger each day, is, in a measure, a departure, but it has many distinct advantages.

The General Ledger accounts are always up to date—they furnish vital figure facts every day.

Should an error be made in posting, it is discovered on the day it is made and is corrected immediately.

Month-end congestion is eliminated by posting the General Ledger daily, as there is only one day's posting to be done in the General Ledger at the close of the month and only one day's work to check. This greatly facilitates trial balance work in the General Ledger at the close of the month.

### THE SIMPLIFIED ACCOUNTING OUTFIT.

- 1 217M63 Type "M" compression style binder without extended covers. Capacity  $2\frac{1}{4}$  inches. Sheet size  $8\frac{1}{2} \times 11$  inches.....\$
- 500 M-2351 or M-2352 ledger sheets, size  $8\frac{1}{2} \times 11$ , lithographed on both sides alike..
- 1 XT63SA celluloid tab index, consisting of one 27 sub-division white celluloid tab index for accounts receivable; one 27 sub-division amber celluloid tab index for accounts payable, and seven master tabs lettered "Accounts Receivable," "Accounts Payable," "General Ledger," "Assets," "Liabilities," "Revenues," and "Expenses," in assorted colors.....
- 1 219M Ledger Stand.....
- 200 DS60 daily distribution sheets, size  $11 \times 17$ , substance 20, white stock.....
- 1 4251 sectional post binder for DS60 sheets, two  $\frac{3}{8}$ -inch sectional posts, 7-inch centers
- 1 M-7205 sectional post transfer binder for sheet size  $8\frac{1}{2} \times 11$ , two  $\frac{3}{8}$ -inch sectional posts,  $4\frac{1}{4}$ -inch centers, used as a transfer for 217M63 binder.....
- 1 CT1M63 linen tab index for M-7205 binder  
Complete Outfit \$

FOR MACHINE BOOKKEEPING.

COMMERCIAL LEDGER FORM M-1351—Size 11x11 inches. For 13 Bank Machine.

Form M-1351 is Lithographed both sides alike from Lithographed Plates. Paper, No. 32 Special Grade Buff Ledger.

Form M-1355 is Lithographed both sides alike from Lithographed Plates. Paper, No. 32 Special Grade Buff Ledger.

COMMERCIAL LEDGER FORM M-1355—Size 11x11 inch For 13 Bank Machine.

COMMERCIAL LEDGER FORM M-1370—Size 11x11 inches. For 17 Bank Machine.

Form M-1370 is Lithographed both sides alike from Lithographed Plates. Paper, No. 32 Special Grade Buff Ledger.

Form M-1371 is Lithographed both sides alike from Lithographed Plates. Paper, No. 32 Special Grade Buff Ledger.

COMMERCIAL LEDGER FORM M-1371—Size 11x11 inches. For 17-Bank Machine.

COMMERCIAL LEDGER Form M-2351—Size 8½x11 For 13 Bank Mach.

Form M-2351 is Lithographed both sides alike from Lithographed Plates.

Form M-1330 is Lithographed both sides alike from Lithographed Plates.

Form M-1372. (Not illustrated). Size 11x11 inches is headed: New Balance—Remarks—Pickup—Date, Memo, Folio, Charges—Credit.

Form M-2352. (Not illustrated). Size 8½x11 inches. Headings are: Brought forward—Charges—Date—Credits—Date and Balance.

These forms are carried unpunched and can be punched for any device.

**Paper.** All above forms are made on No. 32 Substance Special Grade Buff Ledger.

STOCK RECORD FORM M-133C—Size 8½x11. For 13 Bank Machine.

**BANK FORMS.****FOR MACHINE BOOKKEEPING.**

SHEET NO. _____		NAME _____	
		ADDRESS _____	
OLD BALANCE	DATE	CHECKS	DATE
BALANCE BROUGHT FORWARD			

BANK LEDGER FORM M-1301—Size 11x11 inches. For 11 Bank Machine.

Form M-1301 is Lithographed both sides alike from Lithographed Plates on No. 32 Special Grade Buff Ledger Paper.

STATEMENT	
NAME _____	
ADDRESS _____	
DATE _____	
BY _____	
FOR _____	
OLD BALANCE	DATE
CHECKS	DATE
DEPOSITS	DATE
NEW BALANCE	DATE

BANK STATEMENT FORM M-1302—Size 11x11 inches. For use with Form M-1301.

Form M-1302 (Statement Sheet) is Lithographed on one side and perforated as shown in illustration. No. 28 Special Grade Buff Ledger Paper.

Form M-1303 is Lithographed on both sides alike. On No. 32 Special Grade Buff Ledger Paper.

Form M-1304 (Statement Sheet) not illustrated, is for use with Form M-1303. On No. 28 Special Grade Buff Ledger Paper.

SHEET NO. _____		NAME _____	
		ADDRESS _____	
OLD BALANCE	DATE	CHECKS	DATE
BALANCE BROUGHT FORWARD			

BANK LEDGER FORM M-1303—Size 11x11 inches. For 13 Bank Machine.

Form M-1305 is Lithographed on both sides alike from Lithographed Plates. On No. 32 Special Grade Buff Ledger Paper.

Form M-1306 (Statement Sheet) not illustrated, is used with Form M-1305. On No. 28 Special Grade Buff Ledger Paper.

SHEET NO. _____		NAME _____	
		ADDRESS _____	
OLD BALANCE	DATE	CHECKS	DATE
BALANCE BROUGHT FORWARD			

BANK LEDGER FORM M-1305—Size 11x11 inches. For 11 Bank Machine.

Form M-1307 is Lithographed on both sides alike. On No. 32 Special Grade Buff Ledger Paper.

Form M-1308 (Statement Sheet) not illustrated, is for use with Form M-1307. On No. 28 Special Grade Buff Ledger Paper.

SHEET NO. _____		NAME _____	
		ADDRESS _____	
OLD BALANCE	DATE	CHECKS	DATE
BALANCE BROUGHT FORWARD			

BANK LEDGER FORM M-1307—Size 12x12 inches. For 13 Bank Machine.

**BANK FORMS NOT ILLUSTRATED.**

Form B-210. Bank Ledger Form. Sheet size 11x11 inches. Ruled both sides alike and printed one side only. Headings are: Old Balance—Checks—Deposits—Balance—Overdraft.

Form B-225. Bank Ledger Form. Size of sheet 11x11 inches. Ruled and printed both sides alike. Headings are: Balance—Date, Checks—Date, Deposits—Date, New Balance.

Form B-228. (Statement Sheet). For use with Form B-225 Sheet. These forms are carried in stock unpunched and can be punched to fit any device.

Form B-213. Bank Ledger Form. Sheet size 11 $\frac{7}{8}$ x11 $\frac{1}{4}$  inches. Ruled and printed both sides alike. Headings: Old Balance—Checks—Deposits—Balance—Overdraft.

Form B-220. Bank Ledger Form. Size of sheet 11 $\frac{7}{8}$ x11 $\frac{1}{4}$  inches. Ruled and printed both sides alike. Headings: Old Balance—Date, Checks—Date, Deposits—Date, New Balance.

Stock. A special grade of Buff Ledger paper is used on all of these forms. No. 32 Substance for Ledger Forms and No. 28 Substance for Statement Forms.

## LIABILITY LEDGER SHEET.

FOR USE WITH BURROUGH'S POSTING MACHINE.

LIABILITY LEDGER								
<div style="font-size: 0.8em;">           GET BY-TERMINUS            COLLECT            REDUCE LINE            GET SECURITY            ELIGIBLE            ELIGIBLE LIMIT            NOT ELIGIBLE            BONDED TO PAY            OWN WAY            GOOD ACCT            SMALL ACCT            OUTSIDE ACCT            NO ACCT            DO NOT REPAIR         </div>	LAND OWNED _____ ACRES, WORTH \$ _____ LAND MORTGAGED FOR \$ _____ EQUITY IN LAND \$ _____ PERSONAL PROPERTY OWNED \$ _____ PERSONAL INDEBTEDNESS \$ _____ VALUE OF PERSONAL PROPERTY NET \$ _____ TOTAL NET WORTH \$ _____	SHEET NO. _____ NAME _____ ADDRESS _____ LIVES _____ MILES FROM _____ BANKS WITH _____ LIMIT OF CREDIT WITHOUT SECURITY \$ _____ LIMIT OF CREDIT WITH SECURITY \$ _____						
OLD BALANCE	DATE OF NOTE	NUMBER	TIME	RATE	PAYMENTS	DATE DUE	AMT. OF NOTE	BALANCE
BALANCE BROUGHT FORWARD \$ _____								

This Liability Ledger Sheet is a sheet prepared, especially, by us for use with the Burroughs Posting Machine. It is a sheet that has been used with great satisfaction by many banks.

At the head are printed spaces for information regarding the account that make it an extremely capable record.

This sheet is machine ruled with blue down lines and red and blue cross lines with heading printed in black ink, both sides. Paper used is a No. 36 Buff Linen Ledger, cut so that the grain of the paper runs up and down the sheet. This makes the sheet extremely easy to handle, makes it remain flat in the trays and binders and prevents it from curling or buckling. The sheets are round cornered on all four corners and all edges are colored green. Sheet can be punched with any punching desired without additional cost. Size of sheet, 11x11.

Stock Form No. 97666. 500, \$ ; 1,000, \$

## INDEXES AND PRESSBOARD GUIDES FOR MACHINE ACCOUNTING EQUIPMENT.

### INDEXES FOR LEDGER OUTFITS.

#### Description of Stock Indexes.

**Celluloid Tabs.** The stock is No. 1 Buff Colored Linen Ledger Paper, No. 40 substance. The Celluloid is adhered to the paper over the lettering and die-cut, making the tab and index sheet one piece.

**Leather Tabs.** Made on special order only.

**Linen Tabs.** Carried for transfer binders.

The success of an Accounting Machine installation depends greatly upon adequate indexing. Experience has proven that best results are obtained with from 8 to 15 account sheets behind each index tab.

Celluloid Tabs			INDEX STOCK NUMBERS				No. 1 Buff Ledger Paper			
Size of Sheet	Punched for	For Use with Binders	A-Z	27 Subdiv.	50 Subdiv.	75 Subdiv.	100 Subdiv.	125 Subdiv.	150 Subdiv.	
6 x 9	Type 1	19162	XT-A162	XT-1162	XT-2162	XT-3162	XT-4162	XT-5162	XT-6162	
8 1/2 x 11	Type 1	19163	XT-A163	XT-1163	XT-2163	XT-3163	XT-4163	XT-5163	XT-6163	
11 x 11	Type 1	19165	XT-A165	XT-1165	XT-2165	XT-3165	XT-4165	XT-5165	XT-6165	
12 x 12	Type 1	19166	XT-A166	XT-1166	XT-2166	XT-3166	XT-4166	XT-5166	XT-6166	
11 x 10 1/4	Type 2	19264	XS-A264	XS-1264	XS-2264	XS-3264	XS-4264	XS-5264	XS-6264	
11 x 11	Type 2	19265	XS-A265	XS-1265	XS-2265	XS-3265	XS-4265	XS-5265	XS-6265	
12 x 12	Type 2	19266	XS-A266	XS-1266	XS-2266	XS-3266	XS-4266	XS-5266	XS-6266	
8 1/2 x 11	Type M	2E19M63 219M63	XT-AM63	XT-1M63	XT-2M63	XT-3M63	XT-4M63	XT-5M63	XT-6M63	
11 x 11	Type M	2E19M65 219M65	XT-AM65	XT-1M65	XT-2M65	XT-3M65	XT-4M65	XT-5M65	XT-6M65	
12 x 12	Type M	2E19M66 219M66	XT-AM66	XT-1M66	XT-2M66	XT-3M66	XT-4M66	XT-5M66	XT-6M66	

Indexes with 175 and 200 subdivisions can be obtained.

## PRESSBOARD GUIDES FOR TRAY OUTFITS.

### Description of Stock Press Board Guides.

**Celluloid Tabs.** The stock is 200 lb. grey press board with Celluloid tabs securely adhered over the lettering and die cut, making the tab and the press board one piece.

**Metal Tipped.** Metal Tipped Press Board Guides are not carried in stock but will be furnished on special order.

The success of an Accounting Machine installation depends greatly upon adequate indexing of the account sheets. Experience has proven that best results are obtained with from 8 to 15 account sheets behind each index tab. Only in extreme cases should the maximum be over 15 accounts to each tab.

200 lb. Press Board			PRESS BOARD GUIDE STOCK NUMBERS				Celluloid Tabs			
Size of Sheet	Size of Tab	For Use with Trays	A-Z	27 Subdiv.	50 Subdiv.	75 Subdiv.	100 Subdiv.	125 Subdiv.	150 Subdiv.	
6 x 9	3/8" wide 3/8" high	1T62	XPT-AT62	XPT-1T62	XPT-2T62	XPT-3T62	XPT-4T62	XPT-5T62	XPT-6T62	
8 1/2 x 11	3/8" wide 3/8" high	63 & 64, 1T62 1T63 & 1T65	XPT-AT63	XPT-1T63	XPT-2T63	XPT-3T63	XPT-4T63	XPT-5T63	XPT-6T63	
10 1/4 x 11	3/8" wide 3/8" high	64 & 65 1T63 & 1T65	XPT-AT64	XPT-1T64	XPT-2T64	XPT-3T64	XPT-4T64	XPT-5T64	XPT-6T64	
11 x 11	3/8" wide 3/8" high	1T65 & 1T66	XPT-AT65	XPT-1T65	XPT-2T65	XPT-3T65	XPT-4T65	XPT-5T65	XPT-6T65	
12 x 12	3/8" wide 3/8" high	65 & 66 1T65 & 1T66	XPT-AT66	XPT-1T66	XPT-2T66	XPT-3T66	XPT-4T66	XPT-5T66	XPT-6T66	
14 x 12	3/8" wide 3/8" high	1T66	XPT-AT67	XPT-1T67	XPT-2T67	XPT-3T67	XPT-4T67	XPT-5T67	XPT-6T67	

Pressboard Guides with 175 and 200 Subdivisions can be obtained.

## NOTICE OF PROTEST.

**No. 95436. Overdraft Sheets.** This is a form that has received wide approval and a form that is required by law in some States. This form enables the recording of overdrafts by the week and a column is provided for each work day of the week. The sheet is printed in black ink on one side with spaces for 37 entries and the totals. Printed on No. 20 White Requisition Bond. Punched with four  $\frac{1}{4}$ -inch round holes,  $3\frac{1}{2}$  inches center to center,  $10\frac{1}{2}$  inches C. to C. outside holes. Size of sheet,  $14\frac{1}{2} \times 1\frac{1}{2}$  inches. Per 100. \$

[illegible]

Debit and Credit Slips both horizontally and vertically ruled,  
no unite. Size 2 1/2 x 7 inches. In pads of 100 each.  
No. 97168. Debit Slips. Printed in black ink on No. 16  
White Bond paper.  
No. 97167. Credit Slips. Printed in red ink on No. 16  
White Bond paper.

1,000 \$	5,000 \$	10,000 \$
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**Form No. 97091. Notice of Protest. Notary's form.** Legal in every State. Carbon duplicating. Certificate and permanent record made at one writing, saving half the time.

**Form No. 97091.** Original, printed on No. 16 White Bond paper in black ink.

**Form No. 97090.** Duplicate, printed on White Manifold paper, in red ink.

Size of sheet, 10 $\frac{1}{2}$  x 8 $\frac{3}{4}$ . Blocked, 100 to the pad.

[illegible]

This is a very convenient form for receipting for valuables. It is printed in duplicate and blocked in pads of 50 sets to a pad. The original is printed on No. 16 White Bond paper, in black ink, and is intended for the customer. The duplicate is printed on No. 16 Canary Bond in black ink and contains a form on the stub for the customer's withdrawal receipt. Both original and duplicate are punched for use in a loose leaf binder and the original is perforated for detaching.

Both forms are printed with the name and address of the Bank in all necessary positions. Size 5 $\frac{3}{8}$ "x8 $\frac{3}{8}$ ".

Form No. 88294. 500 sets, \$ ; 1,000 sets, \$ .

## BANK REMITTANCE SHEETS.

REMITTANCE SHEET					BANK OF MINDEN	
<small>For office use only. See page 101. DATE: (M. Y. D.)</small>					<small>Business day, Mon. - - - - - FRI. - - - - -</small>	
<small>We warrant for collection and Credit.</small> <small>Letter dated 3-3-66 granted.</small>					BANK OF MINDEN	
DATE	BY	ACCOUNT DEBIT	PAYEE OF	LAST ENDORSE	CH. MINDEN DEBIT	AMOUNT
					1	
					2	
					3	
					4	
					5	
					6	
					7	
					8	
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					77	

**Form No. 103337. Bank Remittance Sheet and Advice Blank.** Carbon Duplicating. A time-saving system for the bank, whereby the Advice Letter and the Remittance Register Record are written at one time. This form has space for 23 items and the lines are numbered on both the Advice Letter and Remittance Register Record. Size of form flat, 8½x17. Advice Letter folds over 4 inches. Printed in black ink on No. 16 White Business Bond. Advice Letter is perforated to be torn off. Remittance sheet is punched with two ¼-inch round holes for filing in a binder. Advice Letter is printed with name of Bank and City in necessary positions. Please specify center to center measurements for punching.

[illegible]

**Form No. 101870. Bank Remittance Sheet and Advice Letter. Carbon Duplicating.** This form has space on the Remittance Register Sheet for returned and collected record. Size of sheet flat, 8<sup>1</sup>/<sub>2</sub>x14. Size of Advice Letter, 8<sup>1</sup>/<sub>2</sub>x3<sup>1</sup>/<sub>2</sub>. Advice Letter is perforated to be torn off. Remittance Sheet is punched with two <sup>1</sup>/<sub>4</sub>-inch round holes. Be sure to specify center to center measurement for the punching. Printed in black ink on No. 16 Business Bond. The name and address of bank are printed at the top of the Advice Letter.

## PASS BOOKS.

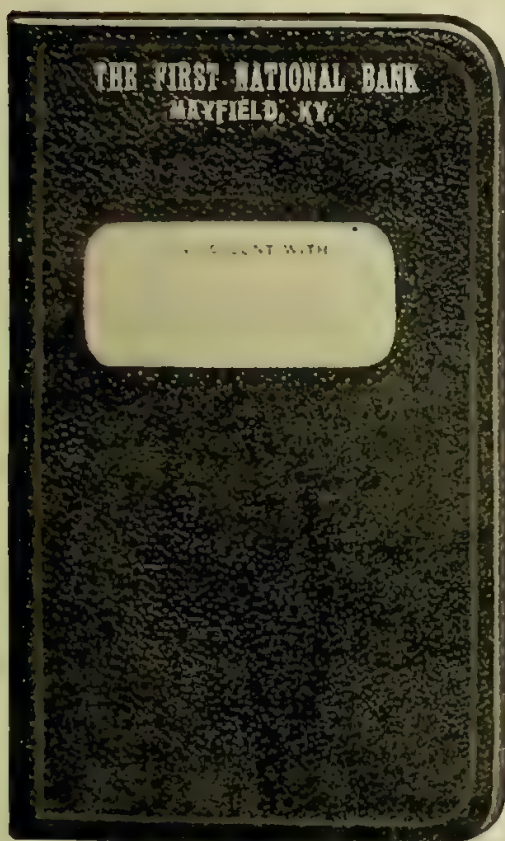


Illustration of Solid Leather Pass Book with Window.

## SOLID LEATHER PASS BOOKS.

These books are practically indestructible.

Made of solid black seal grain leather, lined with black cloth. Cannot break or tear. Bank name and address stamped in gold. All of these books are made with transparent window.

You will note that sizes,  $2\frac{1}{4} \times 3\frac{3}{4}$  and  $3\frac{1}{2} \times 5\frac{1}{2}$  can be furnished plain, or with either Federal Reserve design or First National Bank design, blind stamped on cover.

## SIZES AND STYLES.

No.	Size	Style	No.	Pages
91004	$2\frac{1}{4} \times 3\frac{3}{4}$	Plain	24	
91004 R.	$2\frac{3}{4} \times 3\frac{3}{4}$	Federal Reserve Design	24	
91004 F.	$2\frac{1}{4} \times 3\frac{3}{4}$	First Nat'l Bank Design	24	
91005	$3\frac{1}{2} \times 5\frac{1}{2}$	Plain	48	
91005 R.	$3\frac{1}{2} \times 5\frac{1}{2}$	Federal Reserve Design	48	
91005 F.	$3\frac{1}{2} \times 5\frac{1}{2}$	First Nat'l Bank Design	48	
91010	$3\frac{1}{2} \times 8\frac{1}{4}$	Plain	48	
91010 F.	$3\frac{1}{2} \times 8\frac{1}{4}$	First Nat'l Bank Design	48	

Note. This book cannot be furnished with interleaving blotter.

Our pass books are all of the highest quality and the workmanship and material is guaranteed to be the best. The books you receive on your order will be as ordered and in accordance with the specifications given in this catalog.

If you do not find listed, the style of pass book you prefer please send us a sample and we will gladly quote you on your special requirements.

Samples of any style sent on request, or we will gladly send you a completely illustrated Pass Book Catalog.

## GENERAL SPECIFICATIONS AND SUGGESTIONS FOR ORDERING.

**Copy.** Please furnish us with printed or typewritten copy of the printing desired for each order, so that errors may be avoided.

**Ruling.** We give any style of ruling that you want, and therefore ask that you always send a sample leaf of the ruling desired.

**Windows.** We can furnish any of our books with transparent celluloid windows at an additional cost.

**Paper.** The paper used in our pass books is a fine rag white stock, smooth finish with good erasing quality.

**Interleaved Books.** Books except as noted may be interleaved with pink tissue blotting paper at additional charges.

**Cut Heads.** We can make any book listed with cut heads at a small additional charge.

## WATER GRAIN BUFFING LEATHER PASS BOOKS.

A strictly high-class book. Best in appearance and wearing qualities made.

Stiff covers, covered with either red or black buffing leather. Round corners, turned edges. Bank name and address stamped in gold.

These books can be furnished with or without windows.

## SIZES AND STYLES.

No.	Size	Pages
9656	$3\frac{1}{2} \times 8\frac{3}{8}$	48
9656	$3\frac{1}{2} \times 8\frac{3}{8}$	60
9656	$3\frac{1}{2} \times 8\frac{3}{8}$	72
9656	$3\frac{1}{2} \times 8\frac{3}{8}$	96
9646	$4\frac{1}{4} \times 6\frac{7}{8}$	48
9646	$4\frac{1}{4} \times 6\frac{7}{8}$	60
9646	$4\frac{1}{4} \times 6\frac{7}{8}$	72
9646	$4\frac{1}{4} \times 6\frac{7}{8}$	96
9626	$3\frac{1}{2} \times 5\frac{1}{2}$	24
9626	$3\frac{1}{2} \times 5\frac{1}{2}$	36
9626	$3\frac{1}{2} \times 5\frac{1}{2}$	48
9626	$3\frac{1}{2} \times 5\frac{1}{2}$	60
9616	$3\frac{1}{4} \times 5\frac{7}{8}$	24
9616	$3\frac{1}{4} \times 5\frac{7}{8}$	36
9616	$3\frac{1}{4} \times 5\frac{7}{8}$	48
9616	$3\frac{1}{4} \times 5\frac{7}{8}$	60
9606 $\frac{1}{2}$	$2\frac{1}{2} \times 4$	24
9606	$2\frac{1}{2} \times 4$	24

Be sure to specify number of pages required.

We can furnish engraved stationery to meet the most exacting tastes.

**PASS BOOKS.****VELLUM DE LUXE CLOTH PASS BOOKS.**

(Turned Edges.)

When a durable and attractive book is desired, at a less cost than the genuine leather books, we recommend our Vellum De Luxe cloth covered book with turned edges. Furnished in any one of five attractive colors: Blue, Green, Gray, Brown or Linen.

Bank name and address stamped in black ink. Can be furnished with windows at an extra charge.

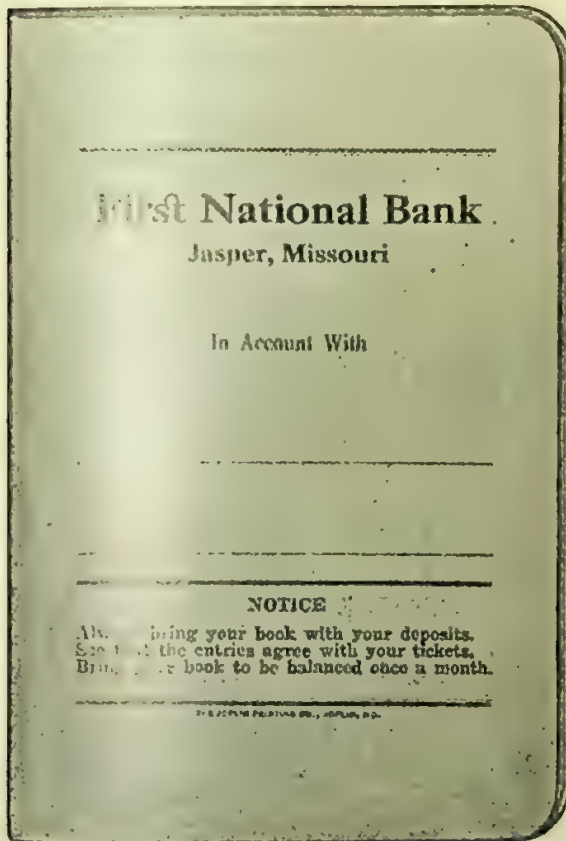


Illustration of Vellum De Luxe Pass Book with Turned Edges, Round Corners.

**MANILA PASS BOOKS.**

These are about as low priced books as can be manufactured. However, they are neat and durable. Covers are of best grade stiff Manila board with linen hinge. Round corners, cut flush.

Bank name and address printed in black ink.

**SIZES AND STYLES.**

No.	Size	Pages	No.	Size	Pages
9612	3 1/4 x 5 1/4	12	9612	3 1/4 x 5 1/4	24

Be sure to specify number of pages required.

**MANILA SHELLS OR LEAFLETS.**

These differ from the Manila pass books listed above, in that they do not have any inside pages. The two inside pages of the cover are ruled for the purpose of entering deposits. These, because of their low cost, are very desirable for small or transient accounts. Only one size is made, 3 1/2 x 5 1/2.

**VEST POCKET OR LADIES' PASS BOOK.**

Tan Leather, Kid Finish.

No.	Size	Pages
9603	2 1/4 x 4	24

Be sure to specify number of pages required.

**SIZES AND STYLES.**

No.	Size	Pages	No.	Size	Pages
9659	3 1/2 x 8 3/4	48	9649	4 1/4 x 6 3/4	72
9659	3 1/2 x 8 3/4	60	9629	3 1/2 x 5 1/2	24
9659	3 1/2 x 8 3/4	72	9629	3 1/2 x 5 1/2	36
9649	4 1/4 x 6 3/4	48	9629	3 1/2 x 5 1/2	48
9649	4 1/4 x 6 3/4	60	9629	3 1/2 x 5 1/2	60

**VELLUM DE LUXE CLOTH PASS BOOKS.**

(Cut Flush.)

These pass books differ from the Vellum De Luxe pass books, in that the covers instead of having extended and turned edges are cut flush and are even with the inside pages of the book. Furnished in any one of five attractive colors: Blue, Green, Gray, Brown and Linen.

Bank name and address stamped in black ink.

Can be furnished with windows at an extra charge.

**SIZES AND STYLES.**

No.	Size	Pages	No.	Size	Pages
9610	3 1/4 x 5 1/4	12	9601	2 1/4 x 4	24
9610	3 1/4 x 5 1/4	24			

Be sure to specify number of pages and color required.

**TAN LEATHER, KID FINISH PASS BOOKS.**

This style is an old number which is always popular when a quality book is required. Flexible covers, leather turned in, round corners, light brown color; very soft smooth finish; cannot warp; bank name and address stamped in black ink.

Can be furnished with windows at an extra charge.

**SIZES AND STYLES.**

No.	Size	Pages	No.	Size	Pages
9653	3 1/2 x 8 3/4	48	9633	3 1/2 x 6 3/4	72
9653	3 1/2 x 8 3/4	60	9633	3 1/2 x 6 3/4	96
9653	3 1/2 x 8 3/4	72	9623	3 1/2 x 5 1/2	24
9653	3 1/2 x 8 3/4	96	9623	3 1/2 x 5 1/2	36
9643	4 1/4 x 6 3/4	48	9623	3 1/2 x 5 1/2	48
9643	4 1/4 x 6 3/4	60	9623	3 1/2 x 5 1/2	60
9643	4 1/4 x 6 3/4	72	9613	3 1/4 x 5 1/2	24
9643	4 1/4 x 6 3/4	96	9613	3 1/4 x 5 1/2	36
9633	3 1/2 x 6 3/4	48	9613	3 1/4 x 5 1/2	48
9633	3 1/2 x 6 3/4	60	9613	3 1/4 x 5 1/2	60

**WHITE SHEEP LEATHER PASS BOOKS.**

Another popular style which is very suitable when a heavy, thick and durable book is needed.

These books have stiff covers, covered with fine white sheep leather. Trimmed flush with round corners. Bank name and address stamped in black ink. Can be furnished with windows at an extra charge.

**SIZES AND STYLES.**

No.	Size	Pages	No.	Size	Pages
9652	3 1/2 x 8 1/4	48	9642	4 1/4 x 6 1/4	72
9652	3 1/2 x 8 1/4	60	9642	4 1/4 x 6 1/4	96
9652	3 1/2 x 8 1/4	72	9622	3 1/2 x 5 1/2	24
9652	3 1/2 x 8 1/4	96	9622	3 1/2 x 5 1/2	36
9642	4 1/4 x 6 1/4	48	9622	3 1/2 x 5 1/2	48
9642	4 1/4 x 6 1/4	60	9622	3 1/2 x 5 1/2	60

Be sure to specify number of pages required.

**SAVINGS ACCOUNT PASS BOOKS.**

Most savings account pass books are special forms and cannot be covered by a standard price list. Send us sample of your savings account pass book and we will gladly quote the lowest possible prices.

**STOCK FORM SAVINGS ACCOUNT PASS BOOK.**

We can offer you a stock form of savings account pass book in several styles of binding. Samples and prices gladly sent on request.

## DEPOSIT TICKETS AND COUNTER CHECKS.

<p><b>Farm and Home Savings and Loan Association of Missouri</b> NEVADA, MISSOURI</p> <p>By _____</p> <p>_____ 192__</p> <p>CHK. No. _____ Month _____</p> <table border="1"> <tr><td>Blank</td><td></td><td></td></tr> <tr><td>Interest</td><td></td><td></td></tr> <tr><td>Dividend</td><td></td><td></td></tr> <tr><td>Transfer Fee</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> <tr><td>Subtotal</td><td></td><td></td></tr> <tr><td>TOTAL</td><td></td><td></td></tr> </table> <p>See that all checks and drafts are endorsed.</p>	Blank			Interest			Dividend			Transfer Fee			Other			Subtotal			TOTAL			<p><b>THE CONQUEROR TRUST COMPANY</b></p> <p>DEPOSITED BY _____</p> <p>Joplin, Mo., _____ 192__</p> <p>PLEASE LIST EACH CHECK SEPARATELY</p> <table border="1"> <tr><th>CURRENCY</th><th>DOLLARS</th><th>CENTS</th><th>DOLLARS</th><th>CENTS</th></tr> <tr><td>GOLD</td><td></td><td></td><td></td><td></td></tr> <tr><td>SILVER</td><td></td><td></td><td></td><td></td></tr> <tr><td>CHECKS</td><td></td><td></td><td></td><td></td></tr> </table> <p>TOTAL \$ _____</p> <p>SEE THAT ALL CHECKS AND DRAFTS ARE ENDORSED.</p>	CURRENCY	DOLLARS	CENTS	DOLLARS	CENTS	GOLD					SILVER					CHECKS					<p><b>BANK OF EL DORADO SPRINGS</b></p> <p>DEPOSITED BY _____</p> <p>El Dorado Springs, Mo., _____ 192__</p> <p>PLEASE LIST EACH CHECK SEPARATELY</p> <table border="1"> <tr><td>CURRENCY</td><td></td><td></td></tr> <tr><td>GOLD</td><td></td><td></td></tr> <tr><td>SILVER</td><td></td><td></td></tr> <tr><td>CHECKS AS FOLLOWS</td><td></td><td></td></tr> </table> <p>TOTAL \$ _____</p> <p>SEE THAT ALL CHECKS AND DRAFTS ARE ENDORSED.</p>	CURRENCY			GOLD			SILVER			CHECKS AS FOLLOWS			<p>DEPOSITED WITH</p> <p><b>BANK OF MINDEN</b> MINDENMINES MO</p> <p>BY _____</p> <p>_____ 192__</p> <p>PLEASE LIST EACH CHECK SEPARATELY</p> <table border="1"> <tr><td>Currency</td><td></td><td></td></tr> <tr><td>Gold</td><td></td><td></td></tr> <tr><td>Silver</td><td></td><td></td></tr> <tr><td>Checks as follows</td><td></td><td></td></tr> </table> <p>TOTAL \$ _____</p> <p>SEE THAT ALL CHECKS AND DRAFTS ARE ENDORSED.</p>	Currency			Gold			Silver			Checks as follows		
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<p>DEPOSITED BY _____</p> <p><b>FIRST NATIONAL BANK</b></p> <p>Joplin, Mo., _____ 192__</p> <table border="1"> <tr><td>Currency</td><td></td><td></td></tr> <tr><td>Silver</td><td></td><td></td></tr> <tr><td>Gold</td><td></td><td></td></tr> <tr><td>CHECKS AS FOLLOWS</td><td></td><td></td></tr> </table> <p>TOTAL \$ _____</p> <p>SEE THAT ALL CHECKS AND DRAFTS ARE ENDORSED.</p>	Currency			Silver			Gold			CHECKS AS FOLLOWS			<p><b>BANK OF BILLINGS</b></p> <p>DEPOSITED BY _____</p> <p>Billings, Mo., _____ 192__</p> <p>PLEASE LIST EACH CHECK SEPARATELY</p> <table border="1"> <tr><td>Currency</td><td></td><td></td></tr> <tr><td>Silver</td><td></td><td></td></tr> <tr><td>Gold</td><td></td><td></td></tr> <tr><td>CHECKS AS FOLLOWS</td><td></td><td></td></tr> </table> <p>TOTAL \$ _____</p> <p>SEE THAT ALL CHECKS AND DRAFTS ARE ENDORSED.</p>	Currency			Silver			Gold			CHECKS AS FOLLOWS			<p>PICHER, OKLA. _____ 192__ No. _____</p> <p><b>BANK OF PICHER</b></p> <p>PAY TO THE ORDER OF _____ \$ _____</p> <p>_____ DOLLARS</p> <p>FOR _____</p> <p>PARKER, KANSAS, _____ 192__ NO. _____</p> <p><b>THE FARMERS STATE BANK</b></p> <p>PAY TO _____ OR ORDER, \$ _____</p> <p>_____ DOLLARS.</p> <p>FOR _____</p>																																										
Currency																																																																				
Silver																																																																				
Gold																																																																				
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CHECKS AS FOLLOWS																																																																				

The above illustration shows the forms of Deposit Tickets and Counter Checks that we are prepared to furnish. These are all printed on a No. 20 White Bond of good quality. The Deposit Ticket Forms are all printed from Wax Engravings in black ink and the name and address of the bank is printed in all necessary positions.

The Counter Checks are printed from type forms in black ink and the name and address of the bank are printed in the correct position.

Form No. 1. (Upper left hand corner.) Is a Deposit Ticket for use by Building and Loan Associations. Size  $3\frac{1}{4} \times 7$ .

Form No. 2. Bank Deposit Ticket having two columns and ruled spaces for all items. Size  $3\frac{1}{4} \times 7$ .

Form No. 3. Bank Deposit Ticket. A one column Deposit Ticket that is popular. Size  $3\frac{1}{4} \times 7$ .

Form No. 4. (Upper right hand corner.) A Bank Deposit Ticket of attractive style. Size  $3\frac{1}{4} \times 7$ .

Form No. 5. (Lower left hand corner.) A small size Deposit Ticket that is widely used. Size  $3\frac{1}{4} \times 5\frac{1}{2}$ .

Form No. 6. A small sized Deposit Ticket of attractive appearance. Size  $3\frac{1}{4} \times 5\frac{1}{2}$ .

Form No. 7. A Counter Check printed "Pay to the Order of". A very widely used form of Counter Check. Size  $3 \times 7$ .

Form No. 8. A Counter Check printed "Pay to ..... or order". A form preferred by many banks. Size  $3 \times 7$ .

All Deposit Tickets and Counter Checks are put up in tabs of 100 each.

Please order by number.

We are able to quote attractive mill prices on large envelope orders

FOR SAFE KEEPING

22. 11. 20. 21.

CONTENTS

Excerpt of the above printed contents

Signature of owner



GENUINE LEATHER COIN BAGS.

These Bags are particularly suitable for daily deposit and pay roll use. Made of Brown Leather, natural inside finish. Seams are carefully stitched for extra strength. Linen finish draw strings to match color of leather. Bank name and address stamped from type.

No. 1-S. Size  $5\frac{1}{2} \times 8\frac{3}{4}$ . Plain top edge. Draw strings, finished with polished metal balls.

No. 1. Size  $4\frac{3}{4} \times 9\frac{1}{8}$ . Scalloped top edge. Draw string finished with polished metal balls.

No. 4. Small Pouch, size  $4\frac{3}{4}$  inches at top, tapered to bottom, 5 inches deep. Pouch is made and sewed in sections. Draw strings finished with knotted ends.

## File No.

三

Name	_____
Address	_____
Name	_____
Address	_____
Name	_____
Address	_____
Date Received	_____
It is expressly understood and agreed that to	_____
<p>to be used for the within papers, and stores the same in a vault, merely as an accommodation to the parties concerned, and that said bank does not intend that its contents be loaned, sold, or otherwise disposed of, and that the parties hereto have not to determine any of the matters covered by the same.</p> <p>It is further expressly understood and agreed that unless specially agreed to in writing, said Bank will not become any repository of any deposit for either of them, any cash or other stipulated in said paper contained, other than being to store the same within its vault, as an accommodation to the parties hereto.</p>	
Date Closed	_____
<p>RECEIPT OF PAPERS IS HEREBY ACKNOWLEDGED</p>	
<p>REMARKS</p>	

# Collateral

[illegible]

Date Closed \_\_\_\_\_

DATE	NAME	REMARKS.	TIME
1881	...	...	...
1882	...	...	...
1883	...	...	...
1884	...	...	...
1885	...	...	...
1886	...	...	...
1887	...	...	...
1888	...	...	...
1889	...	...	...
1890	...	...	...
1891	...	...	...
1892	...	...	...
1893	...	...	...
1894	...	...	...
1895	...	...	...
1896	...	...	...
1897	...	...	...
1898	...	...	...
1899	...	...	...
1900	...	...	...

## POCKET CHECK BOOK COVERS.



## END FOLD COVERS.

**No. C-102.** For End Stub Checks. Center Fold. Button Clasp. Made of black natural smooth leather, natural inside finish. Has pocket for Pass Book and leather strip for holding tongue of check book. Name and address of Bank stamped in pure gold. Size folded  $4\frac{1}{2} \times 3\frac{1}{4}$  inches.

**No. C-101.** Same as No. C-102, except that it has a stitched pocket for holding tongue of check book. Name and address of Bank stamped in pure gold. Size folded  $4\frac{1}{2} \times 3\frac{1}{4}$  inches.

**No. C-100.** For End Stub Checks. Center Fold. Button Clasp. Made of black natural finish leather, attractively panelled, smooth inside finish. Pocket for Pass Book and Check Stub tongue. Name and address of Bank stamped in pure gold. Size folded  $4\frac{1}{2} \times 3\frac{1}{4}$  inches.

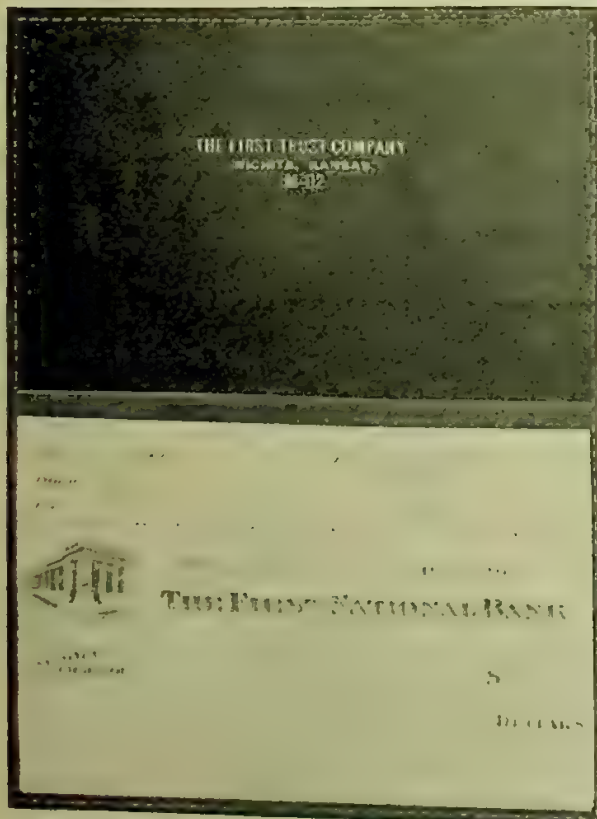


## SIDE FOLD COVERS.

## For End Stub Checks.

**No. B-103.** For End Stub Checks. Center Fold. Button Clasp. Made of black natural smooth leather, smooth inside finish, with stitched pocket for Pass Book. Name and address of Bank stamped in pure gold. Size folded  $4\frac{1}{2} \times 3\frac{1}{4}$  inches.

**No. B-104.** Same as No. B-103, except leather not so select, and not finished so well on the inside as No. B-103. Size folded  $4\frac{1}{2} \times 3\frac{1}{4}$  inches.



## BILL FOLD WALLET COVERS.

**No. M-112.** For top, short stub, Checks. Fold at top of check pad. Made of black natural grain leather, smooth inside finish, with stitched pocket for Pass Book. Stamped with name and address of Bank in pure gold on Pass Book pocket. Size folded  $4\frac{1}{2} \times 6\frac{1}{2}$  inches.



## SIDE FOLD COVERS.

## For Top Stub Checks.

**No. 1-109.** For top wide stub, Checks. Fold at perforation. Button Clasp. Made of black, natural grain, leather, smooth inside finish, with stitched pocket for Pass Book. Name and address of Bank stamped in pure gold. Size folded  $3\frac{1}{4} \times 6\frac{1}{2}$  inches.

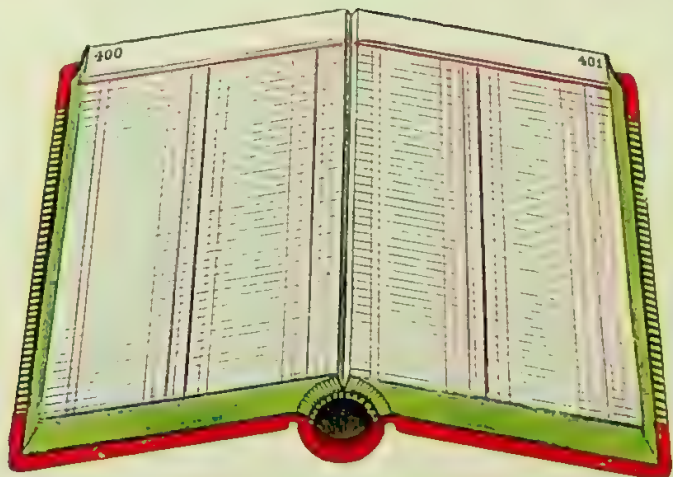
# STYLES OF BINDING OF BLANK BOOKS



**FULL LEATHER BOUND**  
Buffed Sheep, Russia Ends and Band



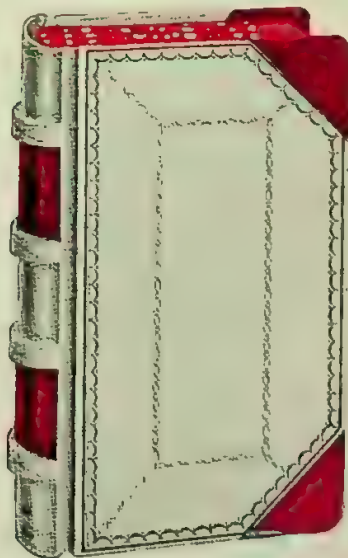
**THREE-QUARTER BOUND**  
With Hubs, Russia Back and Corners  
Cloth Sides



**PATENT FLAT OPENING**  
Leaves Sewed to Hinges, Hinges Sewed to Bands



**HALF LEATHER BOUND**  
Russia Back and Corners, Cloth Sides

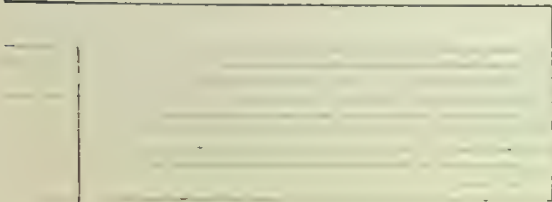


**FULL DUCK**  
With Hubs, Russia Corners, Leather Titles

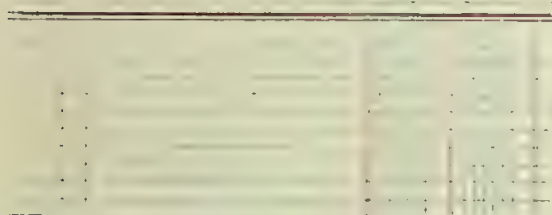


**FULL DUCK**  
Russia Corners

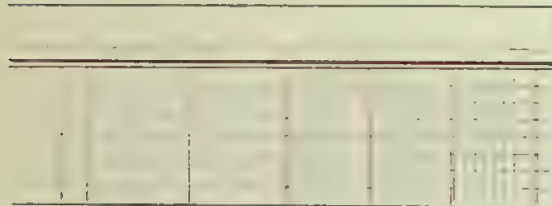
STYLES OF BLANK BOOK RULINGS



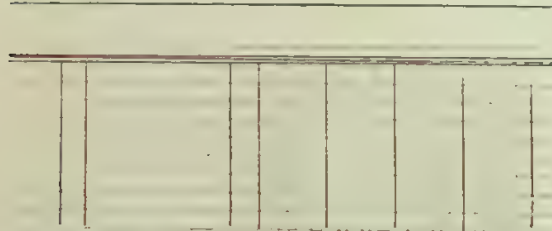
Record.



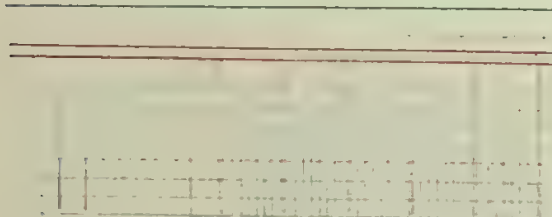
Two-column Journal, or Cash. Unit Ruled.



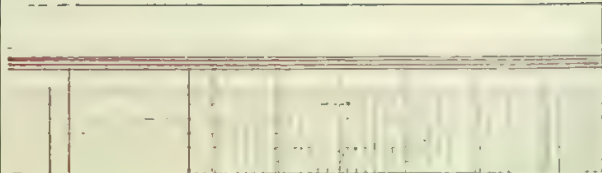
Three-column Journal, or Cash. Unit Ruled.



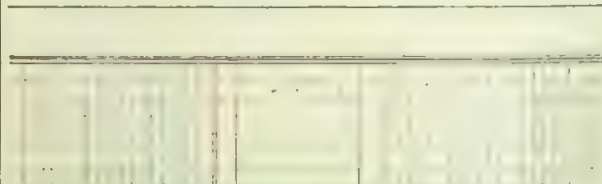
Four-column Journal, or Cash. Unit Ruled.



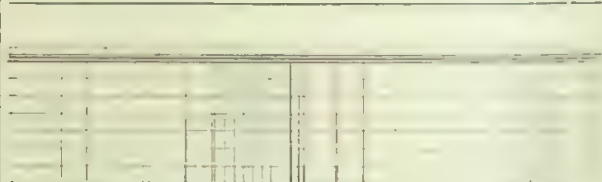
Five-column Journal, or Cash. Unit Ruled.



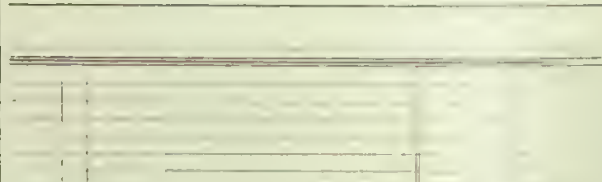
Six-column, (Right) Journal, or Cash



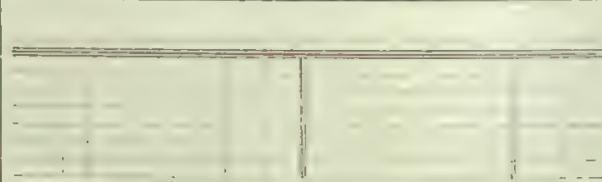
Six-column, (Divided) Journal, or Cash



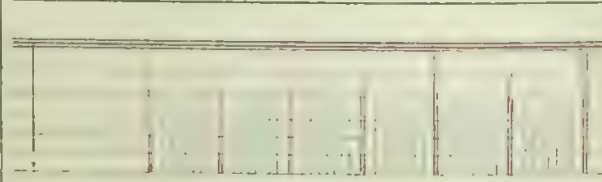
Double Entry Ledger. Unit Ruled.



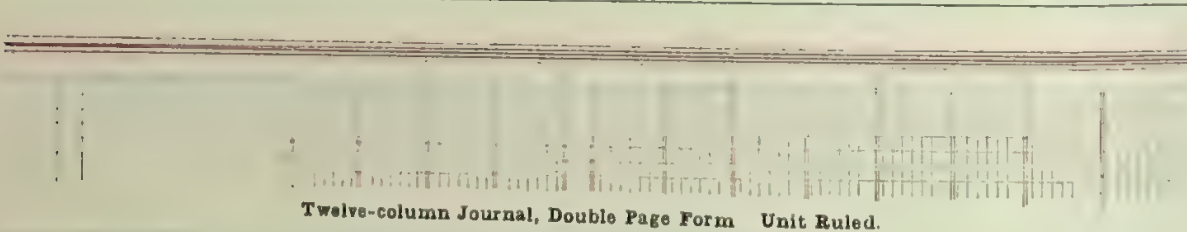
Two-column, (No units) Day Book, Journal, Cash or Single Entry Ledger



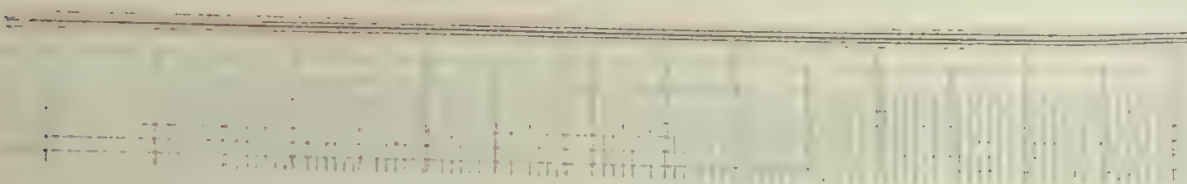
Double Entry Ledger. (No units.)



Six column Journal, Unit Ruled



Twelve-column Journal, Double Page Form Unit Ruled.

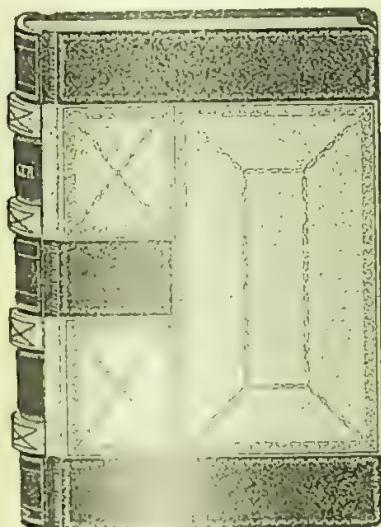


Fourteen-column Journal, Double Page Form, Unit Ruled

## BLANK BOOKS.

Blank Books listed on these pages are of the highest grade. Special sizes in any ruled or printed form can be furnished on special order.

## FULL BOUND.



No. 95 1/4.

Rough Sheen Sides, Russia Ends and Bands, Spring Back and Hubs.

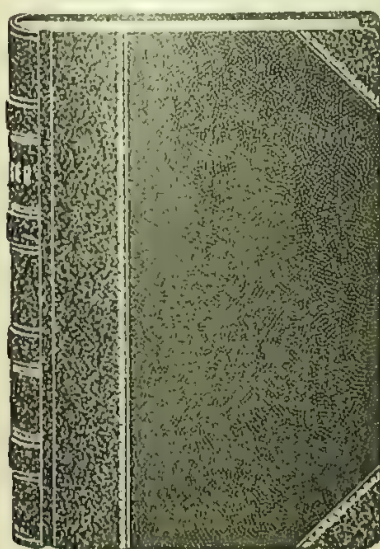
Demy Folio. Frey Patent Perfect Flat Opening. Size, 16x11 inches. Westlock ledger paper. We can furnish the following rulings. Journal, Day or Cash, Units; Journal, Units 3 cols.; Journal, Units 4 cols. right\*; Journal, Units 4 cols. div.\*; Journal, Units 5 cols. right\*; Journal, Units 6 cols. right\*; Journal, Units 6 cols. div.\*; S. E. Ledger, Units; D. E. Ledger, Units Asst'd a/c; D. E. Ledger, Units 1 a/c; Ex. Debit Ledger, Units Asst'd a/c; Ex. Debit Ledger, Units 1 a/c; Record\*.

\*These books not carried in 800-page thickness.

Double Entry Ledgers indexed in all thicknesses.

No.	Pages 300	500	800
95 1/4. Each .....	\$	\$	\$

## THREE-QUARTER BOUND.



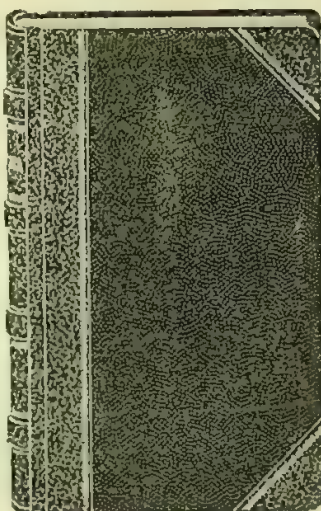
No. 16.

Red Watergrain Fabrihide Back and Corners, Black Cloth Sides, Hubs on 300 Pages and Up, Empire Flat Opening, "Standard Banner" Paper.

Demy Folio. Size, 16 1/2x12 inches. Journal, Day or Cash, Units; Journal, Units 3 cols.; Journal, Units 4 cols. right\*; Journal, Units 4 cols. div.\*; Journal, Units 6 cols. right\*; Journal, Units 6 cols. div.\*; D. E. Ledger, Units Asst'd a/c; D. E. Ledger, Units 1 a/c; Record.

No.	Pages 300	500	800
16 Each .....	\$	\$	\$

## HALF BOUND.



No. 13 3/4.

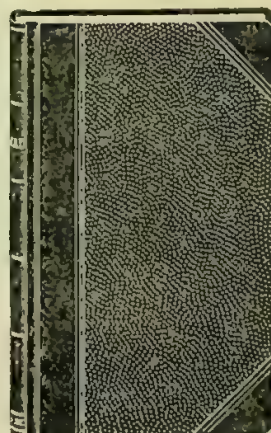
Red Watergrain Fabrihide Back and Corners, Black Cloth Sides, "Standard Ledger" Paper.

Crown Folio. Broad, 14 1/4x9 1/4 inches. Journal, Day or Cash, No Units; Journal, No Units 3 cols.; S. E. Ledger, No Units; D. E. Ledger, No Units Asst'd a/c; D. E. Ledger, No Units 1 a/c; Record.

Journal, Day or Cash, Units; Journal, Units 3 cols.; Journal, Units 4 cols. right\*; Journal, Units 5 cols. right\*; S. E. Ledger, Units; D. E. Ledger, Units Asst'd a/c; D. E. Ledger, Units 1 a/c; Long Day Units, 17x7 1/2 inches.

\*Not carried in 500 pages.

No.	Pages 150	300	500
13 3/4. Each .....	\$	\$	\$



No. 5.

Full Black Fabrihide Back, Sides and Corners. "Standard Ledger" Paper. Hubs on books of 300 and 500 pages.

Cap Folio. Size 13x8 1/4 inches. Empire Flat Opening Journal, Day or Cash, Units S. E. Ledger, Units D. E. Ledger, Units 1 Account Above Rulings have 35 lines to the page, Record Ruling, 37 lines to page.

No.	Pages 150	300	500
5. Each .....	\$	\$	\$

## HALF BOUND.



No. 17 1/2.

Red Leather Back and Corners, Black Cloth Sides "Westlock Ledger" Paper.

Demy Folio. Size 16 1/4x11 1/4 inches. Journal, Day or Cash, Units; Journal, Units 3 cols.; Journal, Units 4 cols. right; Journal, Units 4 cols. div.; Journal, Units 5 cols. right; Journal, Units 6 cols. right; Journal, Units 6 cols. div.; D. E. Ledger, Units Asst'd Accts.; D. E. Ledger, Units 1 Acc't. Above Rulings have 57 lines to the page. Record Ruling, 59 lines to the page.

No.	Pages 150	300
17 1/2. Each .....	\$	\$



No. 66 1/4.

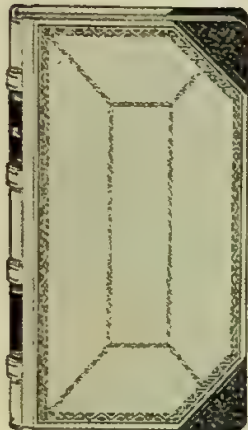
Slate Canvas Binding, Red Leatherette Corners, Good Grade Paper. Printed Cover.

Cap Folio. Size 12 1/4x8 inches. Journal, No Units; Day Book, No Units; Cash Book, No Units; S. E. Ledger, No Units; D. E. Ledger, No Units 1 Acc't; all with 33 lines to the page. Record Ruling, 35 lines to the page. Long Day Ruling, Size 15 1/4x 6 1/4, with 42 lines to the page.

No.	Pages 150	300	500
66 1/4. Each .....	\$	\$	\$

## BLANK BOOKS—(Continued).

## CANVAS BINDING.



No. 65 1/4.

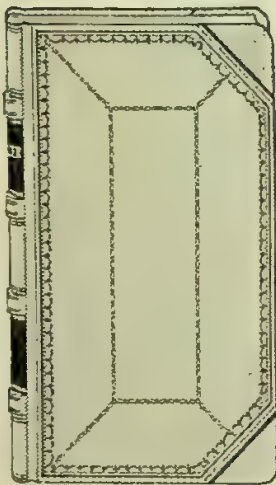
Three-Quarter Bound Slate Canvas, Red Long Grain Fabrihide Corners, Hubs on 300 Pages and Up, Empire Flat Opening, "Standard Banner" Paper.

Crown Folio. Size, 14 1/4 x 9 1/4 inches. Journal, Day or Cash, No Units; D. E. Ledger, No Units Asst'd a/c; D. E. Ledger, No Units 1 a/c; Long Day, No Units, Record\*.

Journal, Day or Cash, Units; Journal, Units 3 cols.\*; S. E. Ledger, Units; D. E. Ledger, Units Asst'd a/c; D. E. Ledger, Units 1 a/c; Long Day, Units, 16x7 inches.

\*Not carried in 800 pages.

No. Pages 150 300 500 800  
069. Each. \$ \$ \$ \$

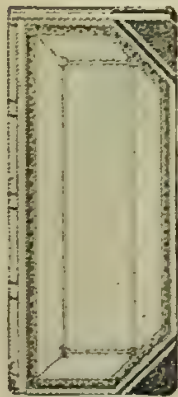


No. 069.

Slate Canvas Sides, Red Fabrihide Corners "Standard Banner" Paper.

Two-third Cap. Size 12 1/4 x 5 1/4. Carried in the following rulings:—Day, Single \$ @ c., No Units; Journal, Double \$ @ c., No Units; S. E. Ledger, No Units; Faint Only.

No. Pages 150 300  
61 1/4. \$ \$



No. 61 1/4.

Full Slate Canvas, Printed on Front Cover, Good Grade Paper.

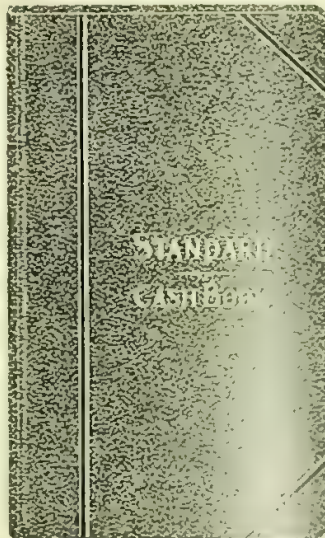
Two-thirds Cap. Size, 12 1/4 x 5 1/4 inches. Day Book, Double \$ & c., No Units; S. E. Ledger, Double \$ & c., No Units.

No. Pages 150 300 500  
60. Each. \$ \$ \$



No. 60.

## PRINTED HEAD CASH BOOKS.

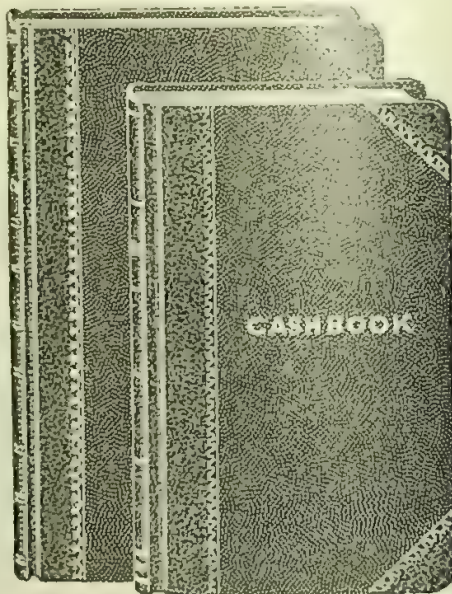


Nos. 1437 1/4, 1435.

Bound in full black cloth, turned in. Stiff cover, "Standard Folio."

No. 1437 1/4. Size 14x8 1/2. Ruled with 2 columns, with Units. Containing 72 pages.

No. 1435 1/4. Size 14x8 1/2, ruled with 3 columns, with Units. Containing 72 pages. Each \$



Nos. 1436, 1434.

Bound in red watergrain fabrihide back and corners, black cloth sides. "Standard Ledger" paper. 300 and 500 page books are Empire Flat Opening. Size 14 1/4 x 9 1/4.

No.	Ruling	150	300	500
1436	2 Cols. Units	\$	\$	\$
1434	3 Cols. Units	\$	\$	\$

## TITLE LABELS FOR BLANK BOOKS.

Title Labels for designating books and for giving firm name can be furnished for any bound book. When ordering, state whether for side or back and give number, size, and thickness of book.

## LETTERING BOOKS.

Books can be lettered in any way that is desired. When ordering, state whether lettering is to be placed on back or side and style of letter wanted.

### BLANK BOOK. QUARTO SIZE.



No. 38 1/2.

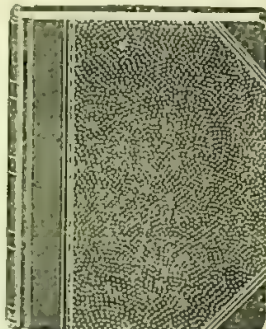
Full Black Fabrikide Back Sides and Corners Standard Banner Paper, size 9 1/4 x 8 inches. Carried in the following rulings: Journal, No Units; S. E. Ledger, No Units, D. E. Ledger, No Units; all with 26 lines to page. Record with 27 lines to page.

No. Pages 150 300  
38 1/2. Each.....\$ \$

Red Watergrain Fabrikide Back and Corners, Black Cloth Sides. "Standard Banner" Paper. Size 9 1/4 x 8. Carried in the following rulings:

Journal, No Units; S. E. Ledger, No Units, D. E. Ledger, No Units; all with 26 lines to page. Record with 27 lines to page.

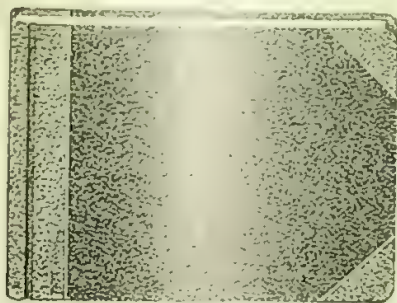
No. Pages 150 300  
38 1/2. Each.....\$ \$



No. 37 1/2.

Red Watergrain Fabrikide Back and Corners. Black Cloth Sides, "Manhattan Ledger" Paper. Size 8 x 11 inches. Record Ruling only, 28 lines to page.

No. Pages 150 300  
42. Each \$ \$



No. 42.

### LEATHER LABELS.

## MARSHALL & THOMAS.

**Name Labels.** Leather, handsomely stamped in gold leaf and ready gummed for attaching to books. In ordering, give the thickness of the book in inches and the names. Prices are for labels not over 3 inches long and all of the same name.

In lots of..... 100 200 300 500 750 1000  
Per Lot.....\$ \$ \$ \$ \$ \$



**Number Labels.** Size 1-inch square, prices same as the Name Labels, quantities may be made up of all one number or assorted numbers.

### BLANK BOOKS LOCKS.

#### Adjustable Book Locks.

These are attached to the front edges of the covers of any book and insure the privacy of the book's contents. Each lock has two keys.



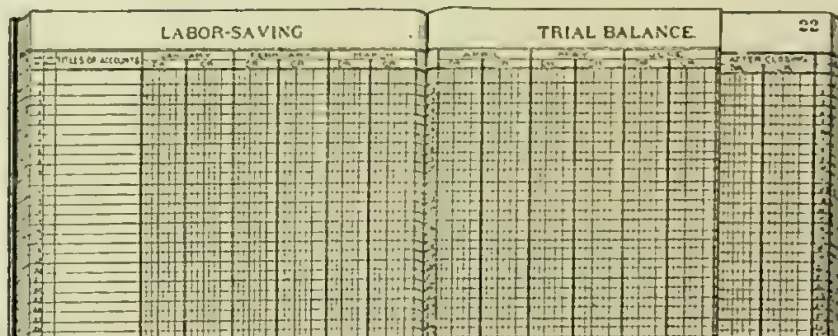
1050. Fits book 3/4 to 1 1/4 inches thick.....\$ Each  
1051. Fits book 1 1/4 to 2 inches thick.....\$  
1052. Fits book 2 to 3 1/2 inches thick.....\$

For attaching to book, add \$

### TRIAL BALANCE BOOKS.



Nos. 1428 1/2, 1428



Raymond's

Half-Bound, Imitation Leather Back and Corners, Gold Filleted, Black Cloth Sides, Loose Backs, Folio Paging, Title Stamped on Front in Gold, Ruled for Six Months.  
Crown Folio—14 1/4 x 9 1/4 inches.

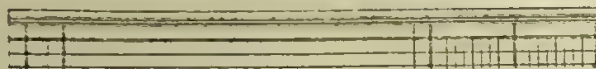
1428/150. 150 pages.....\$ Each  
1428/300. 300 pages.....\$  
1428 1/2. 72 pages, Full Cloth, size, 14 x 8 1/2 inches.

### RAYMOND'S TRIAL BALANCE BOOKS.

This book is constructed on the cut-leaf principle, which makes it unnecessary to write the names oftener than once each year. The 54 numbered horizontal faint lines are in alternate colors, which guide the eye across the page. The money columns are unit ruled for twelve double columns (debit and credit). The book is 16 x 10 3/4 inches, cover size.

0. Capacity 600 Names.....\$ Each  
1. Capacity 800 Names.....\$  
2. Capacity 1000 Names.....\$  
3. Capacity 1500 Names.....\$ Each  
4. Capacity 2000 Names.....\$

## COLUMNAR BOOK RULINGS.



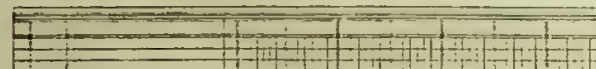
2 Columns, Units, No. 23. Left and right hand pages alike.



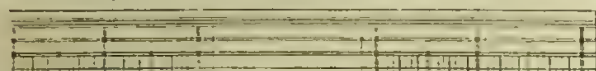
4 Columns, Units, Nos. 21, 23. Left and right hand pages alike.



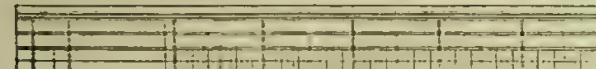
6 Columns, Units, Nos. 21, 22½, 23, 24. Left and right hand pages alike.



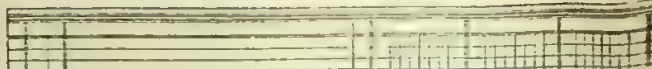
7 Columns, Units, No. 23 and 24. Left and right hand pages alike.



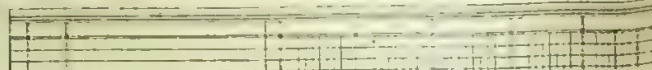
8 Columns, Units, Divided, Left and right hand pages alike.



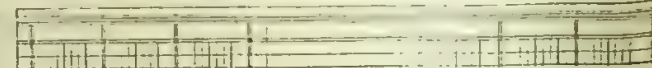
10 Columns, Units, Left and right hand pages alike.



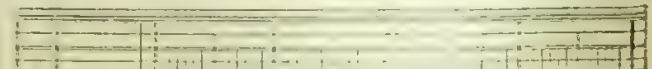
3 Columns, Units, Nos. 21, 23. Left and right hand pages alike.



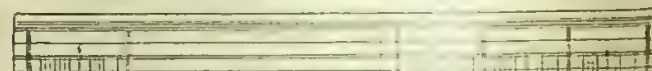
5 Columns, Units, Nos. 21, 23. Left and right hand pages alike.



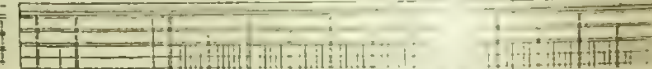
6 Columns, Units, Divided, Nos. 23, 24. Left and right hand pages alike.



8 Columns, Units, Left and right hand pages alike.



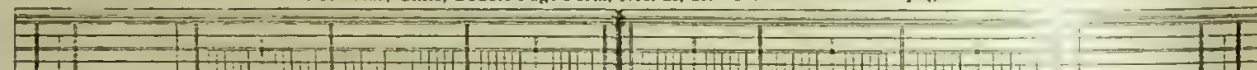
8 Columns, Units, Cash and Journal. Left and right hand pages alike.



12 Columns, Units, Left and right hand pages alike.



10 Columns, Units, Double Page Form, Nos. 21, 23. Columns across two pages.



12 Columns, Units, Center Ruled Double Page Form, No. 23. Divided Form Columns.



12 Columns, Units, Double Page Form. Nos. 21, 23, 24. Columns across two pages.



15 Columns, Units, Cash and Journal, Double Page Form, No. 23. Divided Form Columns.



16 Columns, Units, Double Page Form, Nos. 23, 23½, 25. Columns across two pages.



18 Columns, Units, Center Ruled, Double Page Form, No. 27. Divided Form Columns.



20 Columns, Units, Cash and Journal, Double Page Form, Nos. 23½, 25, 27. Divided Form Columns.



24 Columns, Units, Double Page Form, Nos. 22½, 23½, 24, 25. Columns across two pages.



24 Columns, Units, Cash and Journal, Double Page Form, Nos. 23½, 25.



27 Columns, Units, Cash and Journal, Double Page Form, Nos. 23½, 25.



28 Columns, Units, Center Ruled, Double Page Form, No. 27. Divided Form Columns.



30 Columns, Units, Double Page Form, Nos. 23½, 25, 27. Columns across two pages.

Are your records protected from fire?—If not, you need an Allsteel Safe

**COLUMNAR RULED BOOKS.**

(2 to 36 Columns)

**Bound in Red Watergrain Fabrihide Back and Corners,  
Black Cloth Sides.**

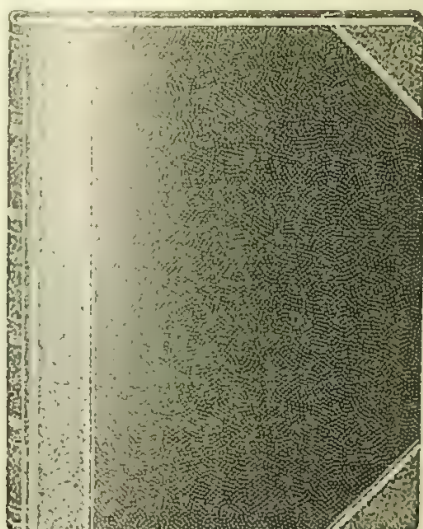
These books are very useful in the distribution of accounts for any purpose. They are made of ledger paper and the many styles of ruling in which they are carried provide for almost any need. Many times these books can be used in place of expensive made-to-order books.

**No. 21. Size 10 $\frac{3}{4}$ x8 $\frac{1}{2}$ .**

- 21/150. 150 pages, tight back.....Each \$  
21/300. 300 pages, spring back.....Each

**Ruling. 31 lines to page.**

Journal Units 3 cols. right. Left and right hand pages alike  
Journal Units 4 cols. right. Left and right hand pages alike  
Journal Units 5 cols. right. Left and right hand pages alike.  
Journal Units 6 cols. right. Left and right hand pages alike.  
Journal Units 8 cols. right. Double page form.  
Journal Units 10 cols. right. Double page form.  
Journal Units 12 cols. right. Double page form  
Journal No Units 12 cols. right. Double page form.  
Quadrille

**No. 23. Size 14 $\frac{1}{4}$ x11 $\frac{1}{4}$ .**

- 23/150. 150 pages, tight back.....Each \$  
23/300. 300 pages, spring back.....Each

**Ruling. 47 lines to page.**

Journal Units 2 cols. right. Left and right hand pages alike.  
Journal Units 3 cols. right. Left and right hand pages alike.  
Journal Units 4 cols. right. Left and right hand pages alike.  
Journal Units 5 cols. right. Left and right hand pages alike.  
Journal Units 6 cols. right. Left and right hand pages alike.  
Journal Units 7 cols. right. Left and right hand pages alike.  
Journal Units 8 cols. right. Left and right hand pages alike.  
Journal Units 8 cols. right. Left and right hand pages alike.  
Cash and Journal Units 8 cols. Left and right hand pages alike.  
Journal Units 10 cols. right. Double page form.  
Journal Units 12 cols. right. Double page form.  
Journal Units 12 cols. center. Double page form.  
Journal Units 14 cols. right. Double page form.  
Cash and Journal Units 15 cols. Double page form.  
Journal Units 16 cols. right. Double page form.  
Journal Units 18 cols. right. Double page form.  
D. E. Ledger Units 1 a/c. Double Page form.  
Record, 52 lines to page.

**No. 22 $\frac{1}{2}$ . Size 8 $\frac{3}{4}$ x15 $\frac{1}{4}$ .**

- 22 $\frac{1}{2}$ /150. 150 pages, tight back.....Each \$  
22 $\frac{1}{2}$ /300. 300 pages spring back.....Each

**Ruling. 26 lines to page**

Journal Units 6 cols. right. Left and right hand pages alike.  
Journal Units 8 cols. right. Left and right hand pages alike.  
Journal Units 10 cols. right. Left and right hand pages alike.  
Journal Units 12 cols. right. Left and right hand pages alike.  
Journal Units 18 cols. right. Double page form.  
Journal Units 24 cols. right. Double page form.  
Record 30 lines to page.

**No. 27. Size 11 $\frac{1}{4}$ x16 $\frac{1}{4}$ .**

- 27/150. 150 pages, tight back.....Each \$  
27/300. 300 pages, spring back.....Each

**Ruling. 38 lines to page.**

Journal Units 36 cols. right. Double page form.

**No. 25. Size 13x15 $\frac{3}{4}$ .**

- 25/150. 150 pages, tight back.....Each \$  
25/300. 300 pages, spring back.....Each

**Ruling. 43 Lines to page.**

Journal Units 8 cols. right. Left and right hand pages alike.  
Journal Units 8 cols. divided. Left and right hand pages alike.  
Cash and Journal Units 8 cols. Left and right hand pages alike.  
Journal Units 10 cols. right. Left and right hand pages alike.  
Journal Units 13 cols. right. Left and right hand pages alike.  
Journal Units 16 cols. right. Double page form.  
Journal Units 18 cols. right. Double page form.  
Cash and Journal Units 20 cols. Double page form.  
Journal Units 21 cols. right. Double page form.  
Cash and Journal Units 24 cols. Double page form.  
Journal Units 26 cols. right. Double page form.  
Cash and Journal Units 27 cols. Double page form.  
Journal Units 30 cols. right. Double page form.  
Record 48 lines to page.

**COLUMNAR RULINGS.**

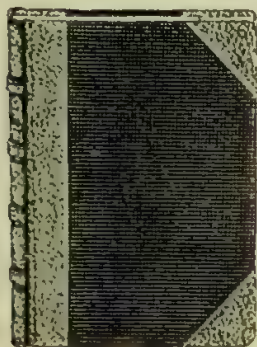
In addition to these Columnar Ruled Books there are other styles of Columnar Rulings shown in this Catalogue:—Figuring Books, Loose Leaf Columnar Sheets, Columnar Ruled Pads and Ruled Papers. These different styles and the wide range of rulings carried in each provide for almost any requirement. If the ruling you desire is not shown in this catalogue write to us. If it is not made, we can make a special ruled form for you and print in the headings if desired. It is impossible to show everything we carry in this catalogue, so if you do not find what you need write to us, or call at our store, for it is probable that we have just what you need.

**THE JOPLIN PRINTING COMPANY**  
JOPLIN, MO.

**JOPCO SERVICE**

# MINIATURE BLANK BOOKS AND MEMO. BOOKS.

## MINIATURE BLANK BOOKS.



Nos. 672, 673.

Red Watergrain Fabrihide Back and Corners, Black Cloth sides, Hubs, Gold Filled, "Manhattan Ledger" Paper.

Rulings: Journal, Day or Cash, Double \$ & c; S. E. Ledger; D. E. Ledger; all Unit ruled, Record, No. 672 Faint only, No. 673 with Margin line

No.	Size	Pages	Each
672.	9½x6½	300	\$
673.	10½x8½	300	

Nos. 685, 686½, 676.

Black Morocco Grain Fabrihide, Flexible Cover. Good Grade Paper.

Rulings: Journal, Day or Cash, Double \$ & c; S. E. Ledger; D. E. Ledger; Record.

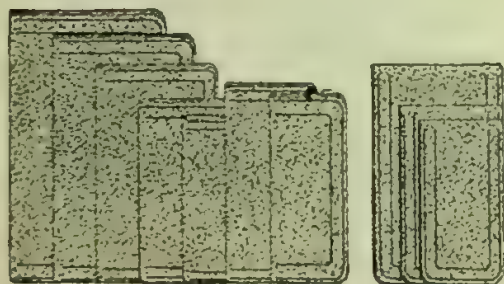
No.	Size	Pages	Ruling	Each
685.	7x4½	200	No Units	\$
686½.	9x5½	300	Units	

Black Seal Grain Leatherette, Flexible Cover, otherwise the same.

No.	Size	Pages	Ruling	Each
676.	7x4½	150	No Units	\$



## MEMORANDUM BOOKS.

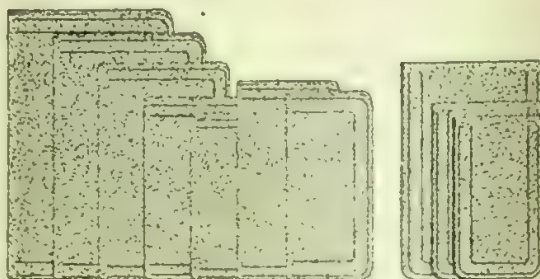


Red Leather Buffing, Flexible, Turned in, Red Edges Standard Banner Paper.

No.	Size	End Opening. Ruling	Pages	Doz.	Each
2662½.	2½x4½	Faint	72	\$	\$
2671.	3½x5½	\$ & c	144		
2671½.	3½x5½	Faint	144		
2673.	3½x6½	\$ & c	144		
2673½.	3½x6½	Quadrille	144		
2673½.	3½x6½	Faint	144		
2677.	4½x7	\$ & c	144		
2677½.	4½x7	Quadrille	144		
2677½.	4½x7	Faint	144		

No.	Size	Side Opening. Ruling	Pages	Doz.	Each
2662.	4½x2½	\$ & c	72	\$	\$
2662½.	2½x4½	Faint	72		
2664.	5½x2½	\$ & c	72		
2664½.	5½x2½	Faint	72		
2668.	5½x2½	\$ & c	144		
2668½.	5½x2½	Faint	144		
2670.	5½x3½	\$ & c	144		
2670½.	5½x3½	Faint	144		
2672½.	6½x3½	Quadrille	144		
2672½.	6½x3½	Faint	144		
2676.	7 x4½	\$ & c	144		
2676½.	7 x4½	Quadrille	144		
2676½.	7 x4½	Faint	144		
2682.	7½x4½	\$ & c	144		
2682½.	7½x4½	Faint	144		

## MEMORANDUM BOOKS.



Black Morocco Grain Fabrihide, Flexible, Turned in, Red Edges. Inside of Standard Banner Paper.

Numbers \$ & c Ruled Books	Numbers Faint Ruled Books	Size Binding Side First	Pages	Dozen \$	Each \$
2760.	2760.	3½x2½	100		
2762.	2762.	4½x2½	100		
2763.	2763.	2½x1½	100		
2764.	2764.	5½x2½	100		
2768.	2768.	5½x2½	100		
2770.	2770.	5½x3½	100		
2771.	2771.	3½x5½	100		
2772.	2772.	6½x3½	100		
2773.	2773.	3½x6½	100		
2776.	2776.	7 x4	100		
2782.	2782.	7½x4½	100		

## RENEWABLE MEMORANDUMS.



Covers of Black Levant Grain Fabrihide, Flexible and Turned in. With Tan Fabrihide Lining. Cover has Pocket and Flap turns over and fastens with Button Clasp.

The inside pages are made in tab form which fit into the cover. When one tab, or filler, of pages is full, it can be replaced with a new filler.

No.	Size	Capacity Leaves	Dozen	Each
1742½.	3½x5½	50	\$	\$
1744½.	3½x6½	50		
1746½.	4½x7	50		

Fillers are of Fine Paper with Faint Ruling.

No.	For Cover	No.	No. of Leaves to Filler	Dozen	Each
1131½.		1742½.	50	\$	\$
1133½.		1744½.	50		
1137½.		1746½.	50		

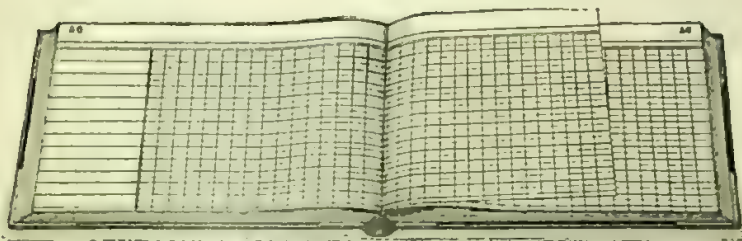


Brown Pressboard Covers, Cloth Back, Cut Flush, High-grade Paper.

No.	Size*	Ruling	Pages	Doz.	Each
6130.	4½x2½	\$ & c	100	\$	\$
6130½.	2½x4½	\$ & c	100		
6131.	4½x2½	Faint	100		
6131½.	2½x4½	Faint	100		
6132.	5½x3½	\$ & c	100		
6132½.	3½x5½	\$ & c	100		
6132½.	5½x3½	\$ & c	40		
6133.	5½x3½	Faint	100		
6133½.	3½x5½	Faint	100		
6136.	6½x4½	\$ & c	100		
6136½.	4½x6½	\$ & c	100		
6137.	6½x4½	Faint	100		
6137½.	4½x6½	Faint	100		
6138.	7½x4½	\$ & c	100		
6138½.	7½x4½	\$ & c	40		
6139.	7½x4½	Faint	100		
6139½.	4½x7½	Faint	100		

\*Binding side given first.

## SPECIAL BLANK BOOK FORMS.



## MERCHANDISE STOCK BOOKS.

**1413/150. Merchandise Stock Book.** Size, 8½x11 inches (oblong). It has no printed headings but is ruled with double item columns and a name column. It is made on the cut-leaf principle with a shortleaf between each pair of long leaves, these being paged folio. Bound with cloth sides and imitation leather back and corners; 150 pages..... Each \$

1413/300. Merchandise Stock Book. Same as above, but has 300 pages.....Each

DUE OR INSTALLMENT  
LEDGER.

**1597. Due or Installment Ledger.** For listing dues or partial payments of clubs, societies, installment houses, news dealers, etc. Red fabriclike back and corners, black cloth sides. Good grade ledger paper, size 14½x11½.

Weekly Forum.

120 pages, 750 names. Each \$  
212 pages, 1500 names. Each

212 pages, 1500 names. Each \$  
**Monthly Postcard**  
 120 pages, 750 names. Each \$  
 212 pages, 1500 names. Each \$

[illegible]

CHECK OR  
VOUCHER REGISTER.

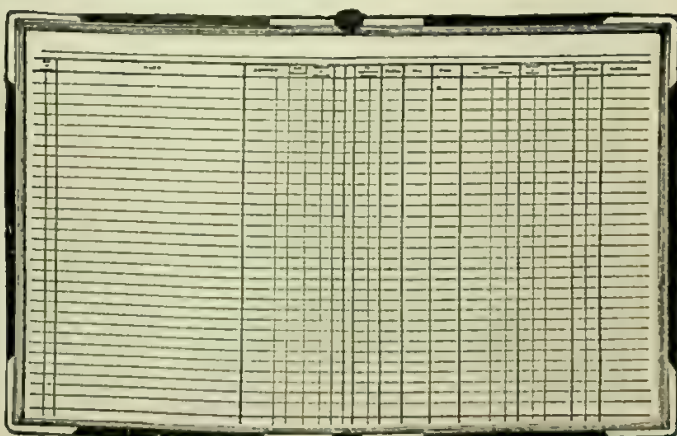
This book is ruled to show the date, number and amount of check, to whom payable, account of whom, discount, deposits and balance. The lines are numbered, size, 9x12¼ inches, oblong, half bound, black cloth sides, red teroderm back and corners, gold stamp, green edged not paged.

1416/1000.	1000 names.....	3
1416/2000.	2000 names.....	
1416/3000.	3000 names.....	

Checks on Yachon 1888										Checks on Yachon 1888										Checks on Yachon 1888									
No.	Date	Amount	Pay to the order of	For	No.	Date	Amount	Pay to the order of	For	No.	Date	Amount	Pay to the order of	For	No.	Date	Amount	Pay to the order of	For	No.	Date	Amount	Pay to the order of	For					

## FIRE INSURANCE RECORD.

1421. Full green cloth, stiff cover, green edges, not paged, 26 leaves, size 8 1/4 x 7. Ruled and printed with headings for No. of Policy, Name of Company, Agent or Broker, Property Insured, Total Amount, Rate, Premium, Date of Expiration, Year and Remarks. . . . . Each \$

[illegible]

### INVOICE REGISTER.

**1428 1/2.** Bound in black cloth with American Russia back and corners, fine grade ledger paper, lettered on back "Invoice Record." Specially ruled and printed to keep in condensed form a record of purchases made and all particulars relating thereto. Space is provided for entering amount of purchase, cash discount, amount of discount, anticipated payments, dating, when due, when paid, credits, amount of freight, date received and general remarks, making a very complete record, size, 11 1/2 x 9 1/2 inches; 250 pages..... Each \$

## SPECIAL BLANK BOOK FORMS.

[illegible]

## TRADE ACCEPTANCE REGISTER.

**No. 637.** Bound in Black Morocco Grain Fabricated Back and Corners. Black Cloth sides. "Manhattan Ledger" paper. Title stamped on side in gold. Provides columns and spaces for listing Trade Acceptances according to maturity date, with all necessary information, 200 pages, folio style. Size  $3\frac{1}{4} \times 10\frac{3}{4}$  inches.....Each \$

## NOTARIAL RECORD.

No. 1618. Half bound, with cloth sides and Red Water Grain Fabirhide Back and Corners. The form extends across the open page, the book being paged folio. The columns with printed headings provide for date of acknowledgment, etc., by whom and to whom executed, consideration and nature and date of instrument. Size 14x8 $\frac{3}{4}$  inches. 172 pages. Each \$

[illegible]A blank ledger page with a grid of 20 columns and 30 rows. The columns are of varying widths, with the first column being the widest and the last column being the narrowest. The grid is formed by thin black lines on a light beige background. There is a small, faint mark in the top right corner of the page.

### CASH SALES BOOK.

**No. 1402.** Marble Paper ( Canvas Back, cut flush, stiff cover, good paper. Each page ruled with 12 columns for s. & c. Columns can be headed to suit individual requirements in pen and ink. 8 1/2 x 11 1/2 inches. 240 pages. Each \$

August _____				August _____			
No.	Amount	1912	Year	No.	Amount	1912	Year
1				1			
2				2			
3				3			
4				4			
5				5			
6				6			
7				7			
8				8			
9				9			
10				10			
11				11			
12				12			
13				13			
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93				93			

## ORDER REGISTER.

No. 1418. Red Fabrihide Back and Corners, black cloth sides, title stamped in gold on side. Paged folio, size 17x7½ inches, numbers 00 to 99 printed on side of pages, used in conjunction with folio numbers at top of page, does away with necessity of writing order numbers. 10,000 names, loose back. . . . . Each \$  
Same. 20,000 names. . . . . Each

3486.887 1883  
 On Capital and Balance Sheet  
 Monthly Cash In  
 Monthly Cash Out  
 Year Monthly In  
 Year Monthly Out  
 1883

### SALES RECORD.

**No. 1414.** Full Green Cloth, stiff cover, turned in. "Manhattan Ledger" paper. Stamped on side "Sales Record". Contains ruled and printed forms for daily, monthly and yearly sales—cash, credit and total; monthly and yearly purchases; inventory, assets and liabilities; profits and losses, and miscellaneous expense; with extra spaces for allowances; net sales and yearly record at bottom of each page. Size 10½x9. 32 pages.....Each \$

**WEIGHER'S  
SCALE BOOKS.**

**No. 1405.** Fancy board, stiff cover, cloth back, cut flush. Forms perforated to tear out leaving stubs in book. Standard form of scale ticket. Printed on good grade of paper, 5 tickets to a sheet. 60 sheets. Size, 13½x 8¼.....Each \$

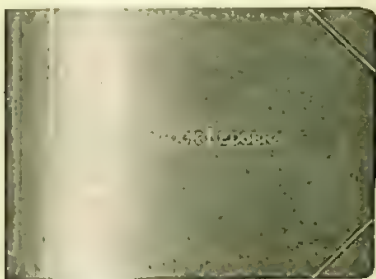
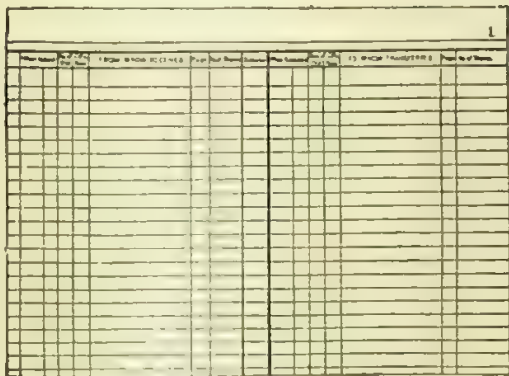
[illegible]

## COMBINED CORPORATION RECORD.

**No. 1622.** Red Water Grain Fabrihide Back and Corners, black cloth sides, hubs. "Manhattan Ledger" paper. Contains forms for the following records: Subscription of Stock, Organization, By-Laws, Minutes of First Meeting, Secretary's Minutes, Stock Register, Stockholders' Ledger, Notarial Record, Dividend Record, Records Special Meetings, Journal Sundry Accounts, Ledger, Special Assessments, General Index, General Information and in addition several pages are devoted to corporation matters. Size  $14\frac{1}{4} \times 9\frac{1}{4}$ . 204 pages. Each

## SPECIAL BLANK BOOKS.

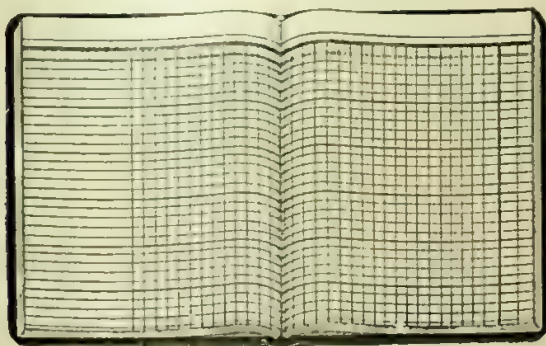
## STOCK CERTIFICATE LEDGER.



Bound in Red Watergrain Fabrihide back and corners. Black Cloth sides. Indexed in front with Canvas stayed letters. Paged. Stamped on side "Stock Ledger". "Manhattan Ledger" Paper. This ledger is a necessity in every corporation and this book provides the spaces and forms for keeping an exact record of the issuing, transferring and cancelling of Stock Certificates.

No. 1426. Size 9x11 3/4 inches. 150 pages.....Each \$  
300 pages.....Each

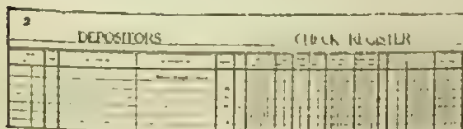
## ROLL BOOKS.



For Schools, Societies, Clubs and Organizations.

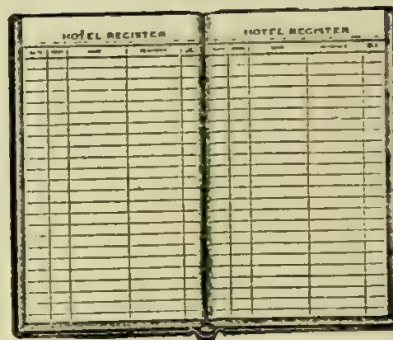
No. 1473. Bound in Black Seal Grain Leatherette, stiff covers, turned in. "Standard Banner" paper. Title stamped on side. Size 10 3/4 x 8. 36 leaves.....Each \$

## CHECK REGISTER.



No. 1416 1/2. Bound in Red Fabrihide on back and corners and Black Cloth sides. "Manhattan Ledger" paper. Stamped on side "Check Register". For use by depositors in keeping a detailed record of checks and deposits.  
1000 names. Size 16x7 1/2 inches. Each \$  
Same book for 2000 names.....Each  
Same book for 3000.....Each  
Same book for 5000 names.....Each

## HOTEL REGISTERS.

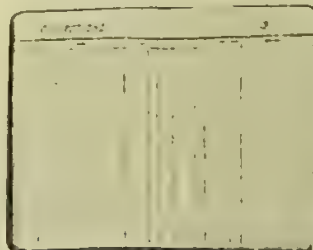


No. 808. Bound in Full Black Cloth, stiff cover, turned in. Stamped on side "Hotel Register". "Manhattan Ledger" Paper. Size 14 1/4 x 8 3/4. 150 pages.....Each \$

No. 809. Bound in Red Watergrain Fabrihide back and corners. Black Cloth sides. "Manhattan Ledger" Paper. Size 14x8 3/4. 150 pages.....Each \$

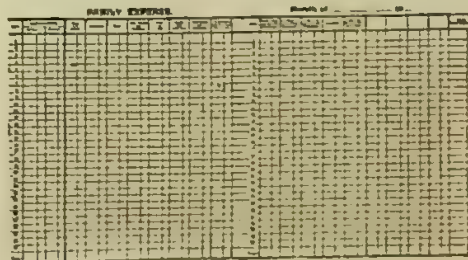
No. 810. Bound in Red Watergrain Fabrihide back and corners. Black Cloth sides. Hubs, "Westlock Ledger" Paper. Size 14 1/4 x 9 1/4. 300 pages.....Each \$  
500 pages.....Each

## COLLECTION BOOKS.



No. 1612. Bound in Black Morocco Grain Fabrihide, flexible, turned-in. "Standard Banner" paper. Stamped in gold on side "Collections". For use of collectors in listing names, addresses, amounts, etc. Size 7 1/2 x 4 1/2 inches. 100 pages, folio style. Each \$

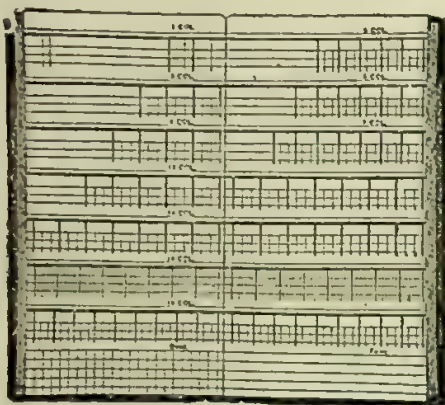
## FAMILY EXPENSE BOOKS.



No. 1654. Bound in Full Black Cloth, stiff cover, turned-in. "Standard Banner" paper. Provides space for itemizing and listing in columns the usual items of family expenditures with several blank columns for special items. The lines are numbered with the days of the month and a folio page is used for each month. At the foot of the pages, space is provided for the totals of the columns. This book should be in every household and careful use will be an incentive for saving. Size 8 1/2 x 6 1/4 inches. 16 leaves.....Each \$

We carry special forms, either in bound books or in loose leaf sheets, that provide for almost any kind of record keeping. If you do not find just the form you need in this catalog, write to us stating your needs and it is very probably that we can supply just what you are looking for.

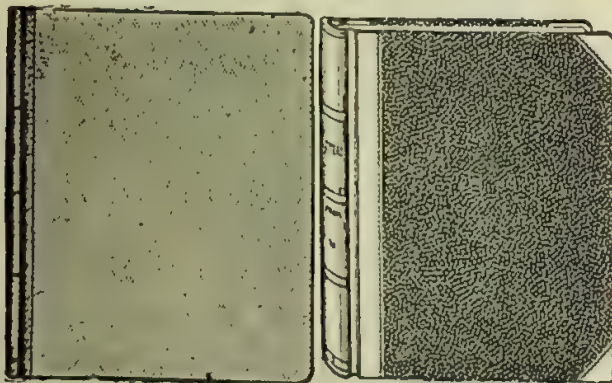
## FIGURING BOOKS.



Good grade of paper is used in these books; size, 12½x10½ inches; half bound, black cloth sides, red imitation leather back and corners, green edges.

1602/150. 150 pages.....	Each \$	White Ledger Paper.
1602/300. 300 pages.....	Each	Unit Ruled and Paged.
Canary Paper. No.		
Units. Not Paged.		
AA.	Blank leaves.	AAW.
A.	Faint, no columns.	AW.
B.	Quadrille, no columns.	BW.
C.	2 Columns.	CW.
D.	3 Columns.	DW.
E.	4 Columns.	EW.
F.	5 Columns.	FW.
G.	6 Columns, right.	GW.
H.	8 Columns.	HW.
K.	12 Columns, two pages.	KW.
L.	14 Columns, two pages.	LW.
M.	16 Columns, units, two pages.	MW.
P.	18 Columns, two pages.	PW.

## LETTER COPYING BOOKS.



## Full Duck, Tight Back, Plain.

## American White Tissue, Index in Front.

No.	Size	Leaves	1 Book	6 Books	12 Books
1519/500.	12x10	500.....	\$	\$	\$
1519/1000.	12x10	1000.....			

## Thin Manilla Paper, Index in Front.

No.	Size	Leaves	1 Book	6 Books	12 Books
1490 / 500.	12x10	500.....	\$	\$	\$
1490 /1000.	12x10	1000.....			
1490 ¼/ 500.	14x10	500.....			
1490 ¼/1000.	14x10	1000.....			

## Fine Unglazed White Linen Paper. Arden's Patent Index, Stayed.

1537 / 500.	12x10	500.....	\$	\$	\$
1537 /1000.	12x10	1000.....			

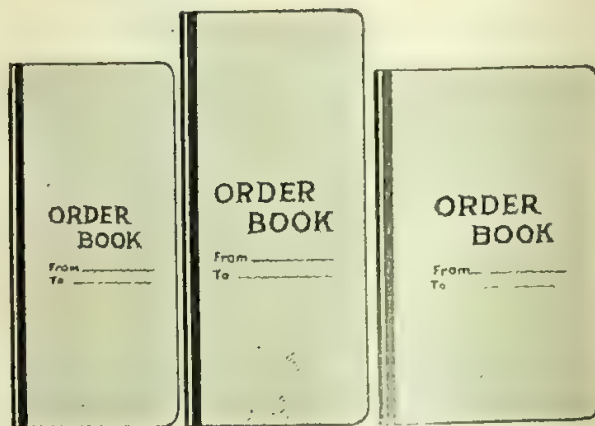
## Red Fabrihide Back and Corners, Black Cloth Sides. Arden's Patent Index, Stayed.

1572 / 500.	12x10	500.....	\$	\$	\$
1572 /1000.	12x10	1000.....			
1573 / 500.	12x10	500.....			
1573 /1000.	12x10	1000.....			

## Black Fabrihide Back and Corners, Black Cloth Sides.

1515 ¼/ 500.	12x10	500.....	\$	\$	\$
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## COUNTER ORDER BOOKS.

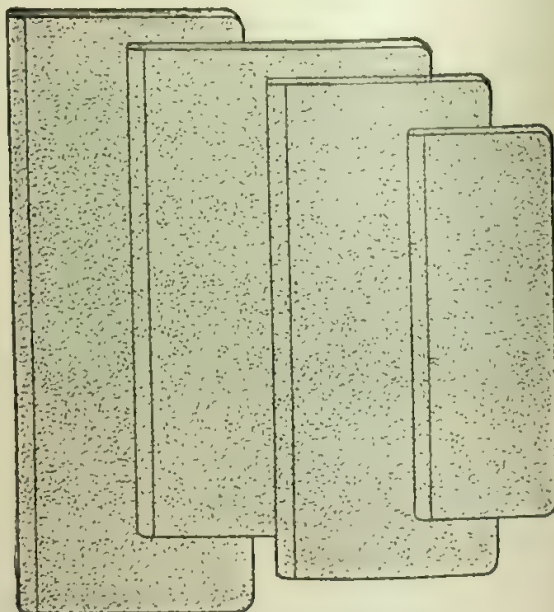


Duckalene Cover, Flexible, Cut Flush; Black Cloth Back, Good Grade Paper. Ruled Single \$ & c.

No.	Size Inches	Pages	Gross	Dozen	Each
1943.	9 ¼x3 ¼	120 .....	\$	\$	\$
1988.	12 ¼x5 ¼	80 .....			
1989.	11 ¼x7 ¼	60 .....			
1990.	14 ¼x5 ¼	60 .....			

Grey Canvas Grain Paper Sides, Stiff Cover, Cut Flush; Green Cloth Back, Good Grade Paper. Ruled Double \$ & c.

No.	Size Inches	Pages	Gross	Dozen	Each
1996.	12 x5 ¼	144.....	\$	\$	\$
1993.	11 ¼x7 ¼	96.....			
1994.	14 ¼x5 ¼	96.....			



Brown Imitation Press Board, Flexible Cut Flush; Paper Back White Newspaper. Ruled \$ & c.

No.	Size Inches	Pages	Gross	Dozen	Each
1960	11 ¼x5 ¼	120 .....	\$	\$	\$
1961.	11 ¼x7 ¼	96 .....			
1962.	14 ¼x5 ¼	96 .....			
1963.	9 ¼x3 ¼	60 .....			

You are invited to visit our establishment when in Joplin





## JOPCO PAYROLL SHEET AND BOOK.

[illegible]

**No. 92992. Pay Roll Sheet.** This is a pay roll sheet that has met with unusual favor because it is adapted to use for pay roll periods of from Saturday to Friday, from Sunday to Saturday or from Monday to Saturday. It is machine ruled with all necessary pay roll columns and the headings and foot-lines are printed in black ink, one side only, on No. 16 White Industrial Bond. 47 spaces for names. Size of sheet, 10½x14. Put in pads of 60-sheets.

Per pad, \$        ; per doz. pads \$

**No. 94992. Pay Roll Books.** The same sheet described above is put up in book form with original and duplicate sheets. The original is printed and ruled one side, on No. 16 White Industrial Bond and perforated to be torn out. The duplicate is printed and ruled on No. 16 Canary Bond and is not perforated. Books contain 60 sets of sheets and are bound with Marble paper cover with cloth strip over back. Extended Cover. Size of book, 14 $\frac{1}{2}$ x11 $\frac{1}{2}$ .

Each, \$ ; dozen, \$

[illegible]

## JOPCO TRIPLICATING WEIGH BOOK.

This is a book that is very popular with mining corporations. The form contains spaces for all necessary information and the forms are made in triplicate. The original is printed in black ink, on No. 16 White Bond paper and is perforated to be torn out. The duplicate is printed with the same form on No. 16 Pink Bond, also perforated. The triplicate is printed with the same form on No. 16 Canary Bond and is not perforated. The sheets are bound in a book, 50 sets to each book. Bound with Marble paper covers with cloth strip over back. 2 sheets of pencil carbon, perforated ready to be torn out, are bound in each book. Size of book 6½x8¾. Per book, \$ ; dozen, \$

### VERTICAL ANGLE RECORD BOOK.

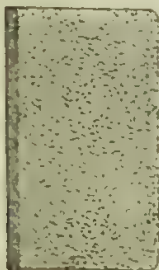
[illegible]

This is a book that is in use in all parts of the country among Oil Field Geologists. The illustration above shows the book open and gives an idea of the information that can be recorded. Each book contains 31 folio pages as shown above, 4 pages for memoranda and a Stadia Conversion Table. Books are bound in full Cloth, turned in, round corners and red edged. Title printed in black ink on front cover. Size of book, outside measurements,  $5\frac{1}{4} \times 7\frac{1}{2}$  inches.

Per book, \$ ; dozen, \$

## INDEXES OR ADDRESS BOOKS.

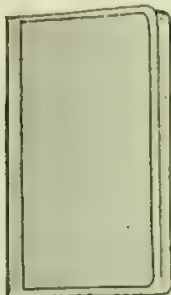
Bound in Tan Pressboard, Black Cloth Back Letters on Index not stayed, "Standard Banner" paper.



- No. 820. Size  $11\frac{1}{2} \times 7\frac{1}{4}$  inches. 1 letter to each leaf, ruled with center line. Each, \$ : doz. \$  
 No. 820½. Size  $11\frac{1}{2} \times 7\frac{1}{4}$  inches. 2 to each letter, ruled with center line. Each \$ : doz. \$  
 No. 828½. Size  $13\frac{1}{2} \times 8\frac{3}{4}$  1 letter to each leaf. Pages subdivided with voweled printed headings. 2 leaves for B, C, H, M, S and W. Each \$ : doz. \$  
 No. 830½. Size  $13\frac{1}{2} \times 8\frac{3}{4}$ . 2 leaves to each each letter ruled with center line. 4 leaves for B, C, H, M, S & W. Each, \$ : doz. \$

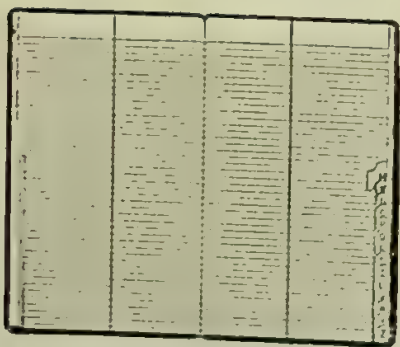
Bound in full Slate Canvas, stiff covers, Turned, in. Letter stayed with Canvas guards. "Manhattan Ledger" paper.

- No. 834. Size  $13\frac{1}{2} \times 8\frac{3}{4}$ . 1 letter to each leaf. Pages subdivided with voweled printed headings. Each, \$ : doz. \$  
 No. 837. Size  $15\frac{1}{2} \times 9\frac{3}{4}$ . 1 letter to each leaf. Ruled with center line. Each, \$ : doz. \$  
 No. 837½. Size  $15\frac{1}{2} \times 9\frac{3}{4}$ . 1 letter to each leaf. Pages subdivided with voweled printed headings. Each, \$ : doz. \$



Bound in Black Cloth sides. Red, Long Grain, Fabrihide Back, patent, flat opening. Inside fastened in cover with tape. Letters stayed with canvas. "Manhattan Ledger" paper.

- No. 858. Size  $17 \times 11$ . 1 letter to leaf except B, C, H, M, S & W which have 2 leaves each and Y & Z on one leaf. Pages subdivided with voweled printed headings. Each \$  
 No. 858½. Size  $17 \times 11$ . Same as No. 858 above except pages are ruled with center line only. Each \$



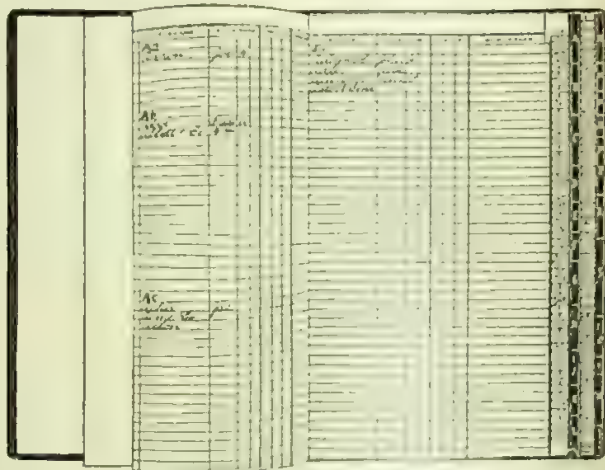
Nos. 1826 and 1829.

This illustration shows style of center ruled pages for all indexes.

Bound in Tan Vellum DeLuxe, stiff cover, Turned in. Printed on cover in Black Ink, indexed through and canvas stayed, "Standard Banner" paper.

- No. 1826. Size  $10\frac{1}{2} \times 8\frac{1}{4}$ . Pages ruled with center line. 150 pages. Each \$  
 300 pages. Each \$  
 No. 1829. Size  $12\frac{1}{2} \times 8\frac{3}{4}$ . Pages ruled with center line. 150 pages. Each \$  
 300 pages. Each \$

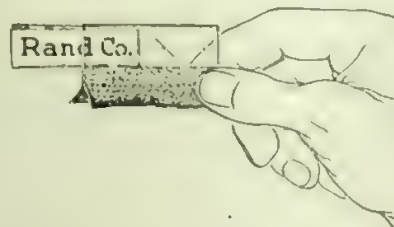
## BAUSMAN'S QUICK INDEX.



A very rapid and simple index. The alphabet is subdivided into natural and easy classifications. The names are listed under the first and second letters—thus "Adams" would be under "Ad". The book is indexed through with cut in index tabs that make quick reference easy. Index can be opened instantly to any desired subdivision. Bound in Russian Back and Corners with Black Cloth sides.

No.	Capacity	No. of Pages	Lines	Size
730.	1,500 to 2,000	56	2,300	$14 \times 8\frac{1}{4}$
731.	2,000 to 3,000	100	4,300	$15 \times 9\frac{1}{4}$
732.	3,500 to 5,000	160	7,000	$15 \times 9\frac{1}{4}$
733.	7,500 to 9,000	240	10,500	$15 \times 9\frac{1}{4}$
735.	4,500 to 7,500	100	8,600	$15 \times 9\frac{1}{4}$
736.	10,000 to 12,000	160	14,000	$15 \times 9\frac{1}{4}$
737.	18,000 to 20,000	240	21,000	$15 \times 9\frac{1}{4}$

## "MAKUROWN" INDEX TABS.



This is a simple, yet practical method by which you can make your own index tabs. It consists of a transparent celluloid strip attached to a gummed cloth tape in such a manner as to permit the insertion of a type-written slip (written on both sides) into the celluloid slot, thus making a tab readable from both sides. The strips come in 6-inch lengths in clear, green, pink, blue, orange and yellow. They are easily attached and do not come off with severe handling and are very durable.

Price, per foot, \$

Made in Four Widths.

- No. 1 for  $\frac{1}{8}$ -inch Label Exposure  
 No. 2 for  $\frac{1}{4}$ -inch Label Exposure  
 No. 3 for  $\frac{3}{8}$ -inch Label Exposure  
 No. 4 for  $\frac{1}{2}$ -inch Label Exposure

Specify width and color when ordering

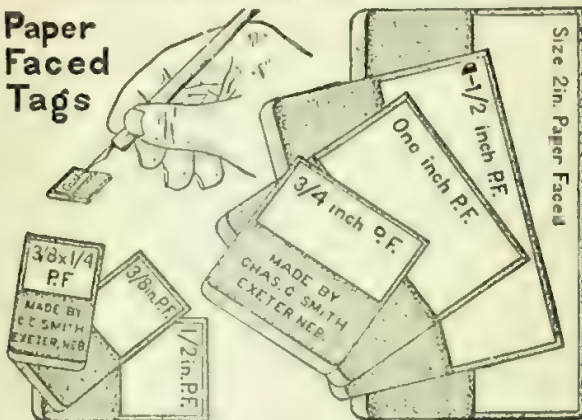
Price Per Foot \$



Specifications and prices gladly furnished for complete office lay-outs.

## SMITH'S ADJUSTABLE INDEX TAGS.

## Paper Faced Tags



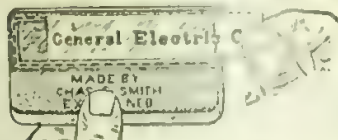
These Tags are made of tempered steel spring clips enclosed in leather tabs. The tabs may be written on or may be printed with names of customers, accounts, months, etc. These tags have no joints, wedges nor loose parts.

**Paper Faced Tags.** These Tags have a facing on each side over the leather of Buff Linen Ledger paper that will withstand numerous erasures of either ink or pencil. Buff gummied stickers are carried for renewing the surface. Carried in six sizes as illustrated above.

**Plain Leather Tags.** These tags have a smooth, light tan leather surface that can be easily written on. Higgins' Waterproof ink, however, gives the best results. Carried in stock in sizes illustrated above.

Discounts are allowed for quantities of 25 or more of a kind.

## CELLULOID COVERED TAGS.



## With Renewable Labels.

The Celluloid covering forms a clean, wear-resisting surface. Labels are easily inserted or removed. The labels are supplied in blank sheets which can be easily used on the typewriter.

Celluloid Covered Tags are carried in stock in the sizes illustrated above.

## ALPHABETICAL TAGS.

Plain Leather and Celluloid Covered Tags, printed in A-Z Alphabets, are carried in stock in the following styles and sizes: No. 103, 1-inch Tag, Book style; No. 122, 1/2-inch, Card Index style; No. 342, 3/4-inch, Book style; No. 341, 1/2-inch, Book style; overlapping; No. 381, 1/2-inch, Card Index style; No. 382, 1/2-inch for small books.

If Plain Leather Alphabetical Tags are desired, please add the initials O. T. to the number in ordering. If Celluloid Covered Tags are wanted, add C. R. to the number.

Larger sub-divisions of the alphabet can be obtained in 1/4-inch size.

## STATES, NUMBERS AND MONTHS.

Celluloid Covered Tags printed with States, Numbers and Months are carried in the following sizes and styles:

**Numbers**—No. 342 C. R., 1/2-inch, 1 to 31, Book style; No. 341 C. R., 1/2-inch, 1 to 100, book overlapping style.

**Months**—No. 342 C. R., 1/2-inch, Book style; No. 104 C. R., 1-inch, Book style.

**States**—No. C. R., 1/2-inch, Book overlapping style, in sets of 50.

## SMITH'S GUMMED STRIPS INDEX TAGS.

**Cloth:** Made of the best drab vellum cloth with excellent writing and wearing surface.

**Paper:** Made of plain leather faced with Buff Linen Ledger Paper, exceedingly strong.

All strips are 5 1/2 inches long and can be cut to any length desired.

Cloth No.	Paper No.	Projects
G. C. S. 145 1/2	G. P. S. 145 1/2	1/4-inch
G. C. S. 125 1/2	G. P. S. 125 1/2	1/2-inch
G. C. S. 345 1/2	G. P. S. 345 1/2	3/4-inch

Sold by the strip or by the dozen strips.

## RICHARDS' "GRIPLOCK" INDEX TAGS.

These Griplock Tags are locked to the sheet and cannot work loose. They can be attached to either tissue or ledger leaves without any danger of mutilating the sheet. The tag is hinged in the middle, permitting jaws to open. It is locked on the sheet by the insertion of a steel wedge at the top of the tag.



## Richards' "Griplock" Index Tags, continued.

These tags are made of tempered spring steel, die cut, mounted with tan colored kid finish leather. Carried in the plain leather and paper faced tags, in five sizes:

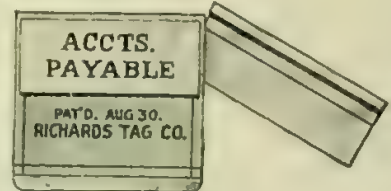
Size	Plain	Paper Faced
1/4-inch	\$	\$
1/2-inch		
1-inch		
1 1/2-inch		
2-inch		

Discounts are allowed in quantities of 25 or more.

## PRINTED TAGS.

The Richards' Griplock Index Tag can be furnished printed for almost any account that is kept in the general ledger. These printed tags are carried in the one-inch size only.

We also carry printed tags for all of the large cities in the United States. These tags are carried in the one-inch size only.



"The Tag with a Lock"

Write us for any printed tag that you may need. It is probable that we can furnish it to you.

## SMITH'S STEEL SIGNALS.



Exact size of 18x14 Signals



Exact size of 14x516 Signals

These enameled steel signals are a big help in making any mailing list or card records efficient. Their uses are too numerous to mention but cards may be indexed by name or locality, separated into classes, designated by date and all at the same time without disturbing the original arrangements. The signals are made of steel spring, are easily applied and hold tenaciously.

Plain Signals are carried in 12 colors:—

Light Red	Dark Red	Yellow	Orange
Light Blue	Dark Blue	Brown	Black
Olive Green	Dark Green	Pink	White

Plain Signals are carried in boxes of 100 of a color. Discounts given on large quantities.

Smith's Signals also carried in sets.

Printed Months, Yellow, Jan. to Dec.

Printed Alphabets, White, A-Z.

Printed Daily, Red, 1-31.

Smith's Signals are carried in four sizes.

18x14 are approximately, 1/2x1/2 in.

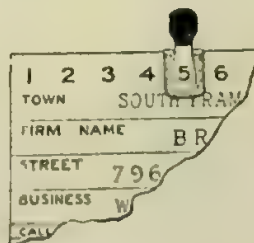
14x516 are approximately, 1/4x1/4 in.

12x38 are approximately, 1/2x1/2 in.

24x38 are approximately, 1/2x1/2 in.

Signals printed with names of States and in Sub-divided Alphabets are carried in the two larger sizes.

## GRAFFCO VISE SIGNALS.



The Graffco Vise Signal is an improved Steel Signal that is easily applied and that grips firmly. These signals are necessary on any efficient mailing list or any system of card records. With them it is easy to keep track of prospects, promises, slow accounts or any other records that would otherwise be neglected. The open front is a big feature on these signals. Carried plain in the following 12 Colors, 100 of a color to a box.

Signals are also carried in sets printed with numbers, 1-31; alphabets, 26, A-Z; Months; and Days of Week.

Signals in Sets—

Printed Days (light blue), Sun. to Sat.

Printed Months (orange), Jan. to Dec.

Printed Alphabets (pink), A to Z.

Printed Numbers (light green), 1 to 31.

Discounts given on large quantities.

Please write your name and address in the space below.

No. \_\_\_\_\_ 19\_\_\_\_

M. \_\_\_\_\_

Please Deliver \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do not so hand please return to \_\_\_\_\_ Per \_\_\_\_\_

Delivered and Goods Willing are Delivered

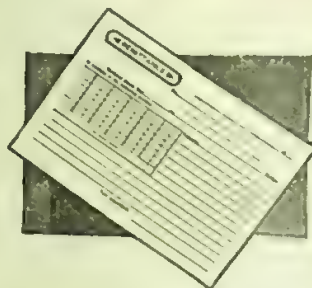
## Renewable.

5062  $\frac{3}{4}$ . 150 leaves duplicating, size  $4\frac{1}{2} \times 7\frac{1}{4}$  inches.  
Per book, \$ ; per dozen \$

5004C. Cover for above, size  $4\frac{1}{2} \times 7\frac{1}{4}$  inches. Black cloth  
sides. Red fabrihide back. Each, \$ ; per dozen \$

5060  $\frac{1}{2}$ . 150 leaves duplicating, size  $5\frac{3}{4} \times 8\frac{3}{4}$  inches.

5020C. Cover for above,  $5\frac{3}{4} \times 8\frac{3}{4}$  inches. Black cloth  
sides. Red fabrihide back.

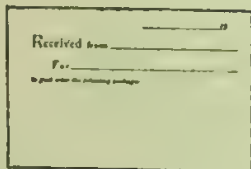


### In Duplicating Form.

5070  $\frac{1}{4}$ . White bond paper, size  $5\frac{1}{2} \times 8\frac{1}{2}$  inches. 150 leaves,  
duplicating. Per book, \$ ; per dozen \$

5020 C. Cover for above. Black cloth sides. Red fabri-  
hide back. Each, \$ ; per dozen \$

STANDARD  
PACKAGE  
RECEIPTS



**1225.** Size 3½x5½ inches, 100 leaves, white paper; full canvas bound. Each leaf is printed on both sides, giving 200 receipts to the book. Per dozen, \$       ; each \$

[illegible]

1228. Size 4 1/4 x 8 1/2 inches, 100 leaves, white paper, full canvas bound. Ruled and printed form the long way of the leaf, 7 lines (or receipts) on each page.  
Per dozen, \$                   ; each \$

*To* \_\_\_\_\_  
*Respected Sir,*  
*In great urget I am following up with you*

---



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*Addressed to:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Encl:-* \_\_\_\_\_  
*Yours faithfully,* \_\_\_\_\_  
*(Signature)*

*Date* \_\_\_\_\_

**Receipt and Duplicate on Separate Leaves.**

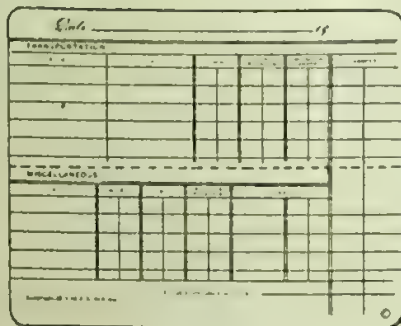
There are 75 originals on white paper and 75 duplicates on yellow paper in the duplicating package receipt book. The originals are detachable, the duplicates remain in the book. The cover is removable being bound in cloth with leather back.

5090 1/2. 4 1/2 x 7 1/2.....	Per dozen, \$	; each \$
5004C. Cover only.....	Per dozen,	; each

[illegible]

**Common Sense Weekly**, size 5¼x2¼; provides space for Expense Entries and Reports for every day in the week. Summary pages at the end. Covers printed on Cloth-lined Paper. A very popular Expense Book.

Common Sense Monthly, Per 100, \$ ; per dozen, \$ ; each \$  
monthly use. same as above, but designed for  
Per 100, \$ ; per dozen, \$ ; each \$



**Spears' Expense Book**, size 5¼x2¼; provides space for entries of Receipts and Expenses for 31 days, with Recap. Red Pressboard Covers, Cross lines, machine ruled, down lines print ruled.

Per gross, \$       ; per dozen, \$       ; each \$

## NOTES, DRAFTS AND RECEIPTS.

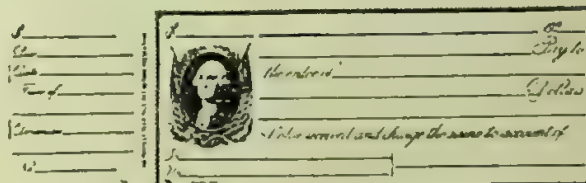
## NOTES.



591. Good white paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
538. Light weight white bond paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
535. White wove paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
561. Crane's bond paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  inches (with stub) 100 in a book, full cloth covers, turned in, silver title. Per book, \$ ; per dozen \$

## DRAFTS.

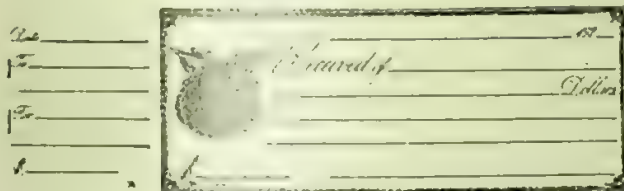
691. Good white paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
638. Light weight white bond paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
635. White wove paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
661. Crane's bond paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  inches (with stub), 100 in a book, full cloth covers, turned in, silver title. Per book, \$ ; per dozen \$



## RECEIPTS.

## Money Receipts.

791. Good white paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
738. Light weight white bond paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
735. White wove paper,  $3\frac{1}{4} \times 11$  inches (with stub), 100 to a book, leatherette binding. Per book, \$ ; per dozen \$
761. Crane's bond paper,  $3\frac{1}{4} \times 11\frac{1}{4}$  inches (with stub), 100 in a book, full cloth covers, turned in edges, silver title. Per book, \$ ; per dozen \$



## Manifold Money Receipt Book.

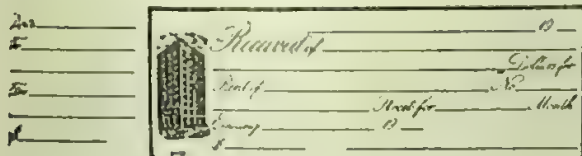
Made to take carbon copy of the receipt, put up original and duplicate; original on good grade white paper perforated to tear out, the duplicate on manila paper bound in the book. Leatherette binding

No.		Size	Receipts	Each	Dosen
0791.	1 to page	$3\frac{1}{4} \times 8\frac{1}{4}$ inches	40 in duplicate	\$	\$
0791.	2 to page	$6\frac{1}{4} \times 8\frac{1}{4}$ inches	80 in duplicate		
0791.	3 to page	$9\frac{1}{4} \times 8\frac{1}{4}$ inches	120 in duplicate		
0791.	4 to page	$13 \times 8\frac{1}{4}$ inches	160 in duplicate		



## Rent Receipts.

836. Size  $3\frac{1}{4} \times 11$  inches, including stub, 100 to a book. Per book, \$ ; per dozen \$
- 836  $\frac{1}{2}$ . Same. Fifty to a book. Per book, \$ ; per dozen \$
0891. Rent receipt in duplicate. Original on good grade white paper, perforated. Duplicate on manila paper not perforated. Size  $3\frac{1}{4} \times 8\frac{1}{4}$ . 40 sets in book. Per book, \$ ; per dozen \$



## BLANK CHECKS AND WARRANTS.

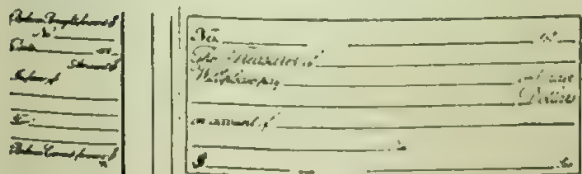
## Checks.

1136. Good white paper,  $3\frac{1}{4} \times 11$  inches; 100 to a book, leatherette binding. Per book, \$ ; per dozen \$



## Warrants.

935. Size  $3\frac{1}{4} \times 11$  inches, including stub. 100 to a book. Per book, \$ ; per dozen \$
- 935  $\frac{1}{2}$ . Same, Fifty to a book. Per book, \$ ; per dozen \$



## SALESMEN'S ORDER BOOKS

These Order Books are a decided convenience to both salesmen and merchants. The order book and covers are separate and new books can be inserted into the covers whenever desirable. The books can be used without cover, if desired, but the covers add protection.

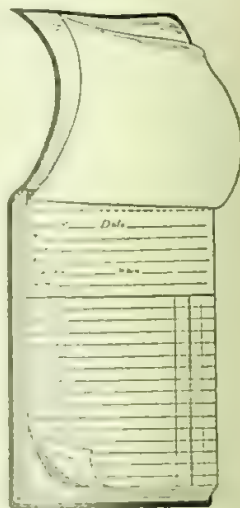
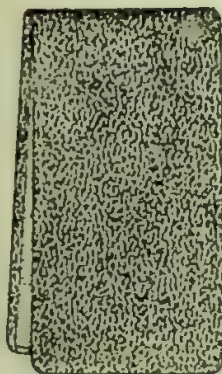
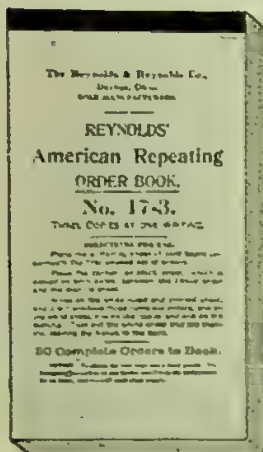
The books are stocked in three different sizes of both Duplicate and Triplicate Sets, bound in Tan Pressboard Cover. Two index pages are placed in the front of each book where a complete record can be kept of each transaction.

The books contain 150 leaves. The Duplicating Books have 75 sets and the Triplicating Books, 50 sets. The original sheet is lithographed and machine ruled with lines for dollars and cents column, on an excellent grade of White Bond paper. The duplicate has a nicely lithographed heading on a good grade of Yellow Manila. The triplicate sheet is a plain White Transparent Tissue.

Each book is supplied with carbon paper which we guarantee will make good readable copies and a good piece of pressboard which serves as a smooth writing surface when filling out the orders.

We carry the following sizes:

No.	Size
47-2. Duplicating Book.....	4 1/2 x 7
47-3. Triplicating Book.....	4 1/2 x 7
58-2. Duplicating Book.....	5 1/2 x 8 3/4
58-3. Triplicating Book.....	5 1/2 x 8 3/4
810-2. Duplicating Book.....	8 1/2 x 10 1/2
810-3. Triplicating Book.....	8 1/2 x 10 1/2



## FLEXIBLE COVERS FOR SALESMEN'S ORDER BOOKS.

These covers are carried in two kinds, cloth and leather. The cloth covers are of a good grade of cloth over stiff boards, with a leather back. Leather covers are flexible and are made of genuine leather, finished Seal or Morocco Grain; Russia Red and Dead Black; also American Russia, Diced and Scented.

Style - Binding	To Fit Numbers
Cloth, leather back.....	47 \$5 810 \$
Seal or Morocco Grain.....	
Russia Red or Dead Black.....	
American Russia, Diced and Scented.....	

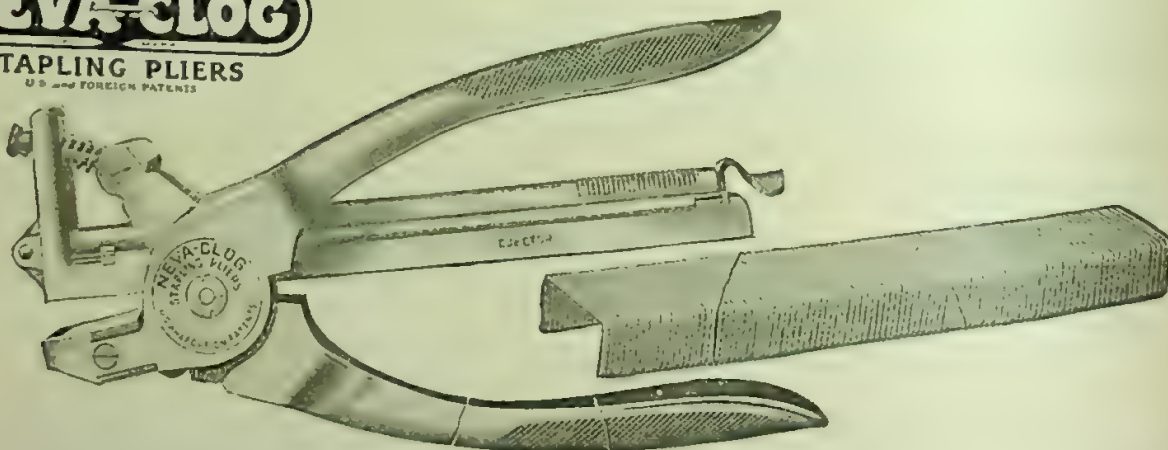
### EVERY CITY OR TRAVELING SALESMAN SHOULD USE AN ORDER BOOK.

The use of these order books safeguards the order, gives the customer a copy of his order, eliminates misunderstanding and with the triplicating style, gives the salesman also a complete copy. In the duplicating style both sheets are perforated, in the triplicating style the tissue sheet is not perforated and is designed to remain in the book as a permanent record.

THE WORLD'S BEST FASTENING DEVICE

# NEVA-CLOG

STAPLING PLIERS  
U.S. and FOREIGN PATENTS



### NEVA-CLOG STAPLING PLIERS.

These pliers are a new departure in the field of Fastening Devices. They are as portable as scissors and are about the only stapling device that can be held in the hand.

These Neva-Clog Pliers eliminate the pounding that is necessary with most paper fastening machines.

Staples used with Neva-Clog Stapling Pliers are single staples securely fastened together in a cartridge of 100. Easy to load or unload. Cannot spill and never clog. Waste is absolutely avoided.

Neva-Clog Stapling Pliers are the only fastening device having an ejector which automatically throws out used staples. A slight finger pressure on the center bar clears out unused staples and prevents clogging and the annoyance and expense of repairs.

Every purchaser of Neva-Clog Stapling Pliers is entitled to an absolute guarantee of free repair or replacement for five years from date of purchase and a registered guarantee certificate is issued to him in regular form.

### NEVA-CLOG STAPLES.

These staples are made for use only with Neva-Clog Stapling Pliers and are a marvel of ingenuity. They are single staples fastened together securely into strips or cartridges of 100.

They cannot jam, clog or spill. No care need be used in loading these staples into the pliers. All that is necessary is take a cartridge from the box and insert it on the staple rail, replace the cover, push it in and then insert the spring rod. Any child can load a Neva-Clog.

These staples have sharpened points which enable them to be driven thru cardboard, leather, textiles or many thicknesses of paper, without any exertion.

Staples are packed in boxes, 1000 staples to the box.

Neva-Clog Stapling Pliers.....	Each \$
Neva-Clog Staples.....	Per 1000

We are able to quote attractive mill prices on large envelope orders

## STANDARD DIARIES.

## COUNTING HOUSE DIARIES.



No. 301. Size  $4\frac{1}{2} \times 6\frac{1}{4}$ , 1 day to a page; half bound with cloth sides and marble edges.....Each \$

No. 304. Size  $4\frac{1}{2} \times 6\frac{1}{4}$ , 1 day to a page; flexible watergrain leather, round corners and gilt edges. Each

No. 307. Size  $5\frac{1}{2} \times 7\frac{1}{4}$ , 1 day to a page; half bound with cloth sides, marble edges.....Each

No. 321. Size  $3\frac{1}{2} \times 6$ , 1 day to a page; ruled \$ and c; flexible red cloth leathergrained, red edges. Each

Nos. 352, 353, 356, 357

Counting House Diaries

No. 352. Size  $7 \times 8\frac{1}{2}$ , 3 days to a page; faint lined; half bound with cloth sides and marble edges.....Each

No. 353. Size  $7 \times 8\frac{1}{2}$ , 3 days to a page; ruled \$ and c; half bound, with cloth sides, marble edges.....Each

No. 354. Size  $8\frac{1}{2} \times 14$ , 3 days to a page; without Sundays; faint lines; half bound with cloth sides, marble edges. Each

No. 355. Size  $8\frac{1}{2} \times 14$ , 3 days to a page, without Sundays; ruled \$ and c; half bound with cloth sides and marble edges. Each

No. 356. Size  $7 \times 8\frac{1}{2}$ , 1 day to a page; faint lined; half bound with cloth sides and marble edges.....Each

No. 357. Size  $7 \times 8\frac{1}{2}$ , 1 day to a page; ruled \$ and c; half bound with cloth sides and marble edges.....Each

No. 359. Size  $6\frac{1}{2} \times 12$ , 1 day to a page; ruled \$ and c; half bound with cloth sides and marble edges.....Each

No. 360. Size  $8\frac{1}{2} \times 10\frac{1}{2}$ , 2 days to a page; faint lined; half bound with cloth sides, marble edges.....Each

No. 361. Size  $8\frac{1}{2} \times 10\frac{1}{2}$ , 2 days to a page; ruled \$ and c; half bound with cloth sides and marble edges.....Each

No. 362. Size  $8\frac{1}{2} \times 10\frac{1}{2}$ , 1 day to a page; faint lined; half bound with cloth sides and marble edges.....Each

No. 363. Size  $8\frac{1}{2} \times 10\frac{1}{2}$ , 1 day to a page; ruled \$ and c; half bound with cloth sides and marble edges.....Each

No. 364. Size  $8\frac{1}{2} \times 14$ , 1 day to a page, faint lined; half bound with cloth sides, marble edges.....Each

No. 365. Size  $8\frac{1}{2} \times 14$ , 1 day to a page; ruled \$ and c; half bound with cloth sides and marble edges.....Each

## DAILY REMINDERS.

No. 366. Size  $3 \times 5$ , ruled 2 days to a page; cloth bound with plain edges. Each \$

No. 370. Size  $3\frac{1}{2} \times 6$ , 1 day to a page; cloth bound with plain edges. Each

No. 380. Size  $4\frac{1}{2} \times 5\frac{1}{2}$ , 1 day to a page; ruled; printed in red ink on amber paper; bound in flexible blue cloth.....Each

No. 381. Size  $4\frac{1}{2} \times 5\frac{1}{2}$ , 1 day to a page; unruled; printed in red ink on amber paper; bound in flexible French morocco, plain edges. Each



STANDARD DIARY  
No. 366

## DIARIES IN FLEXIBLE BINDINGS.



No. 512F

No. 507. Size  $2\frac{1}{2} \times 3\frac{1}{4}$ , 3 days to a page; bound in Russia calf, with round corners and gilt edges.....Each \$

No. 512F. Size  $2\frac{1}{2} \times 4$ , 3 days to a page; bound imitation American Russia, with round corners and gilt edges. Each

No. 517 $\frac{1}{2}$ . Size  $2\frac{3}{4} \times 4$ , 2 days to a page; bound in American Russia with round corners and gilt edges.....Each

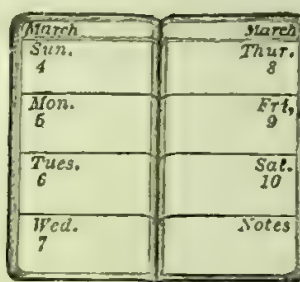
No. 521. Size  $2\frac{3}{4} \times 4$ , 1 day to a page; bound in American Russia with round corners and gilt edges.....Each

No. 525 $\frac{1}{2}$ . Size  $3 \times 4\frac{1}{2}$ , 3 days to a page; bound in American Russia with round corners and gilt edges. Each

No. 529. Size  $3 \times 4\frac{1}{2}$ , 2 days to a page; bound in American Russia, round corners and gilt edges.....Each

No. 533. Size  $3 \times 4\frac{1}{2}$ , 1 day to a page; bound in American Russia, with round corners and gilt edges.....Each

## VEST POCKET DIARIES.



STANDARD DIARY

One week to two pages

No. 618. Size  $2\frac{1}{2} \times 5\frac{1}{4}$ , 1 week to 2 pages; bound in flexible American Russia, round corners and gilt edges.....Each \$

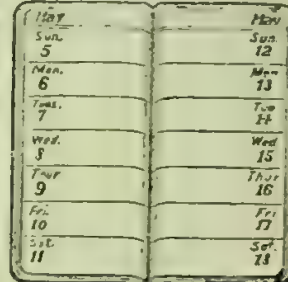
No. 625. Size  $2\frac{1}{2} \times 5\frac{1}{4}$ , 1 week to 2 pages; bound in flexible Russia calf, round corners and gilt edges.....Each

No. 701. Size  $2\frac{1}{2} \times 3\frac{1}{4}$ , 1 week to 2 pages; bound in flexible leather, assorted colors, and gilt edges.....Each

No. 715. Size  $2\frac{1}{2} \times 4\frac{1}{2}$ , 7 days to a page; with 16 ruled pages; for memorandum; bound in flexible extra Russia calf, gilt edges.....Each

No. 728. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page, with cash on opposite page; bound in flexible American Russia; round corners and red edges.....Each

No. 734A. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page, with cash on opposite page; bound in flexible Russia finish leather; corners, round; gilt edges.....Each



STANDARD DIARY

7 days to page

## COMBINED DIARY AND MEMORANDUM.



STANDARD DIARY

Nos. 728 and 734A

No. 728. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page, with cash on opposite page; bound in flexible American Russia; round corners and red edges.....Each

No. 734A. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page, with cash on opposite page; bound in flexible Russia finish leather; corners, round; gilt edges.....Each

Diary with 7 Days to a Page,  
41 Pages for Memorandum.

No. 736 $\frac{1}{2}$ . Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , bound in flexible American Russia, round corners, red edges....Each \$

No. 735. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , bound in flexible black seal, round corners and gilt edges.....Each

No. 748. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , Diary, 7 days to a page; 96 pages for memorandum, bound in flexible black seal, round corners and gilt edges.....Each

No. 758. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page, with full memorandum page opposite; bound in imitation American Russia flexible, gilt edges.....Each

## DIARIES WITH MAPS.

16 Pages of Maps and 48 Pages  
of Useful Information.

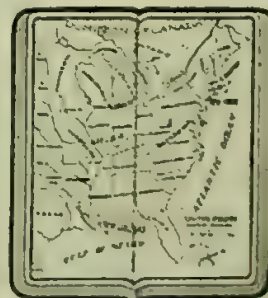
No. 795. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page; bound in water grain Keratol, flexible, round corners, gilt edges.....Each

No. 795 $\frac{1}{2}$ . Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page; bound in flexible American Russia, round corners, gilt edges.....Each \$

No. 796. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page; bound in flexible American seal, round corners and gilt edges.....Each \$

No. 798. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page; extra quality paper, bound in flexible grain leather, gilt edges.....Each

No. 799. Size  $2\frac{3}{4} \times 5\frac{1}{4}$ , 7 days to a page; extra quality paper, bound in wine morocco, gilt edges.....Each



STANDARD DIARY  
Nos. 792 to 796

## RULED PAPERS AND FORMS.

### RULED PAPERS.

Ruled papers are sold by the ream (480 sheets), quarter ream (120 sheets), and quire (24 sheets). A ream of folded paper equals 960 leaves, or 1,920 pages. A quarter-ream equals 240 leaves, or 480 pages. A quire equals 48 leaves, or 96 pages. Ruled papers are usually packed in quarter-reams of 120 sheets each.

### LEDGER PAPER, UNIT RULED.

DOUBLE ENTRY LEDGER, UNITS



Double Entry Ledger Paper, ruled with units, one account to a page. Size 14x8½. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### JOURNAL PAPER, UNIT RULED.

2 COLUMNS, UNITS



Two-column Journal Paper, size 14x10¼ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

3 COLUMNS, UNITS



Three-column Journal Paper, size 14x10¼ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

4 COLUMNS, RIGHT, UNITS



Four-column Journal Paper, columns to the right. Size 14x10¼ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

Four-column Journal Paper, columns to the right. Size 14x8½ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

5 COLUMNS, RIGHT, UNITS



Five-column Journal Paper, columns to the right. Size 14x10¼ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

Five-column Journal Paper, columns to the right. Size 14x8½ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

6 COLUMNS, RIGHT, UNITS



Six-column Journal Paper, columns to the right, size 14x10¼ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

8 COLUMNS, DIVIDED, UNITS



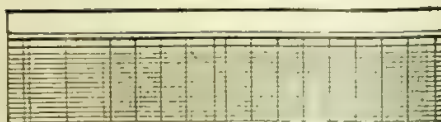
Six-column Journal Paper, divided. Size 14x10¼ folded. Ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### TRIAL BALANCE PAPER.

All columns unit ruled.

12 COLUMNS, RIGHT, UNITS



Twelve-column Trial Balance Paper, columns to the right. Size 16x10½ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

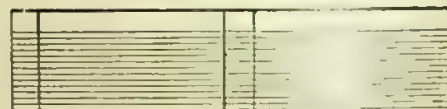
Twelve-column Trial Balance Paper, columns to the right. Size 14x8½. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### RECORD RULED PAPER.

With Margin Line

RECORD WITH MARGIN LINE



Record Ruled Paper, size 14x10¼ folded. Good grade of ledger paper.

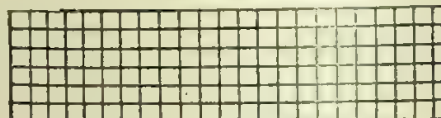
Quire \$ ; ¼ Ream \$ ; 1 Ream \$

Record Ruled Paper, size 14x8½ folded. Good grade of ledger paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### QUADRILLE RULED PAPER.

QUADRILLE



Quadrille Ruled Paper, size 14x8½ folded, ruled 5 squares to the inch, both sides. White Wove Paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

Quadrille Ruled Paper, size 14x8½ folded. Ruled 4 squares to the inch, both sides. White Wove Paper.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### LEGAL CAP PAPER.

White Wove Paper, folded at top.

Legal Cap Paper, size 14x8½, print ruled, with 32 numbered lines.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

Legal Cap Paper, size 14x8½ folded, without numbers on lines.

Quire \$ ; ¼ Ream \$ ; 1 Ream \$

### BILLHEADS, STATEMENTS AND REMITTANCE BLANKS.



These are blank forms that are very useful. The sheets are ruled in the usual Billhead, Statement or Remittance Blank forms on a good grade of white paper. Spaces are printed for filling in all essential data.

No.	Form	Size	County	Per Pad	Per Doz. Pads
1250.	Bill Heads	8½x7	30 leaves	\$	\$
1252.	Bill Heads	8½x4½	40 leaves		
1254.	Statements	5½x8½	40 leaves		
1261.	Statements	3½x8½	50 leaves		
1262.	Remittance Blank	8½x7	30 leaves		

Binding Side is first side mentioned.

Many large corporations buy all their printing from us. There is a reason

## COLUMNAR RULED AND TABULATING PADS.

A complete line of high-grade columnar ruled pads in popular rulings for account distribution, cost analyses, estimates and all kinds of statistical work. These pads have come into very general use in bookkeeping departments and in the offices of cost engineers, tax specialists and accounting companies.

These pads are made with from 4 to 21 columns per sheet. Some with the name column and some without. These different column rulings give an opportunity to select the sheet best suited to your requirement. These pads are made of Buff Bond paper. There are 50 sheets to a pad and the pads are made with cover of heavy Linette Paper top printed, and with a heavy board back.



4 Columns. Name Space.



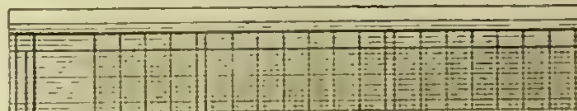
7 Columns. No Name Space.



11 Columns. Name Space.



14 Columns. No Name Space.



18 Columns. Name Space.



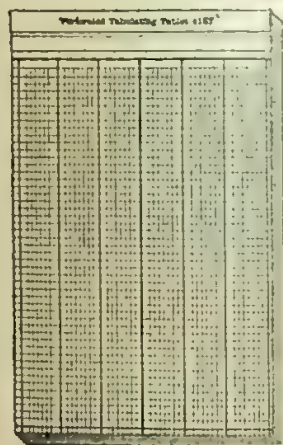
21 Columns. No Name Space.

### BUFF BOND PAPER, NOT PERFORATED, UNIT RULED.

No.	Size, Inches	Rulings	Per Pad
J-7102.	14x 8 1/2	2 columns with name space.....	\$
J-7103.	14x 8 1/2	3 columns with name space.....	
J-7104.	14x 8 1/2	4 columns with name space.....	
J-7105.	8 1/2x14	5 columns with name space.....	
J-7106.	8 1/2x14	6 columns with name space.....	
J-7107.	14x 8 1/2	7 columns without name space.....	
J-7110.	14x 8 1/2	10 columns with name space.....	
J-7111.	14x17	11 columns with name space.....	

No.	Size, Inches	Rulings	Per Pad
J-7113.	14x 8 1/2	13 columns without name space.....	\$
J-7113A.	17x11	13 columns with name space.....	
J-7114.	14x17	14 columns without name space.....	
J-7116.	17x11	16 columns with name space.....	
J-7118.	14x25 1/2	18 columns with name space.....	
J-7121.	14x25 1/2	21 columns without name space.....	
J-7125.	14x34	25 columns with name space.....	

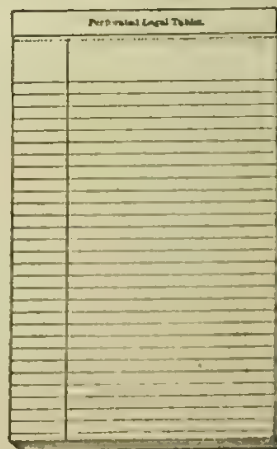
### TABULATING PADS.



These pads are made of standard White paper, with 50 sheets perforated to tear out. Well-gummed, with board back.

No.	Size, Inches	Rulings
4183.	3 x 9 3/4	2 Columns
4185.	5 1/2 x 9 3/4	4 Columns
4187.	8 1/4 x 13 3/4	6 Columns
4187 1/2.	11 x 13 3/4	8 Columns

### LEGAL PADS.



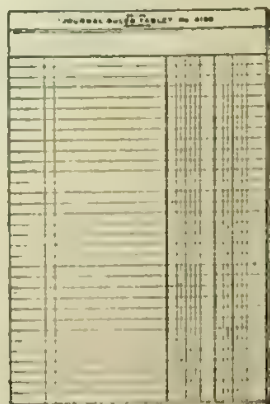
Made of two different kinds of paper. Contain 50 sheets. Sheets are perforated to tear out. Well-gummed, with board back.

No.	Size, Inches
4138.	8x12 1/4
	Canary writing paper.
4148.	8x12 1/4
	Standard paper (white)

### JOURNAL RULED PADS.

Made of two different kinds of paper. Contain 50 sheets. Sheets perforated to tear out. Well-gummed, with board back.

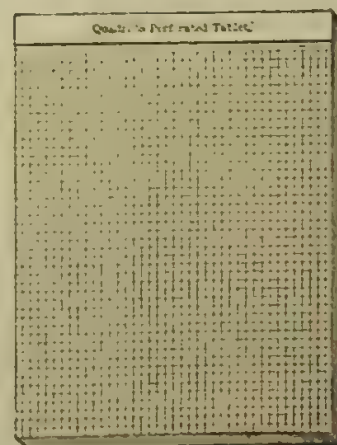
No.	Size, Inches	Ruling
4160.	8x12 1/4	2 cols., standard paper (white)
4159.	8x12 1/4	2 cols., canary writing paper



### QUADRILLE RULED PADS.

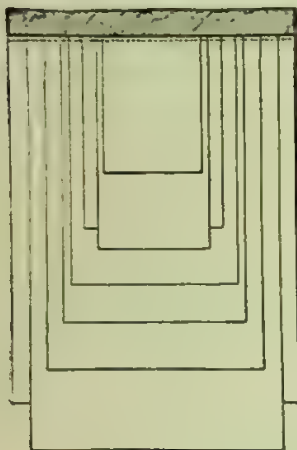
Made of Standard White paper, sheets perforated to tear out. 50 sheets to a pad, board back, ruled 5 squares to the inch.

No.	Size, Inches
4118.	4x 5 1/4
4120.	5x 8
4122.	6x 9
4124.	8x10



**HINSDILL PATENT SCRATCH BLOCKS.**

The Hinsdill Patent Scratch blocks are permanently bound and perforated at the head so that a sheet may be torn from any part of the tablet without disturbing the other sheets.



No.	Size
4020.	2½ x 4½
4022.	3½ x 6½
4024.	3½ x 5½
4026.	4½ x 7
4028.	5½ x 9½
4030.	6½ x 11½

**White Paper for Pencil.**

Leaves	Dozen	100	Lots of 500	Lots of 1000
72 Plain	\$	\$	\$	\$
72 Plain				
72 Plain				
72 Plain				
72 Plain				
72 Plain				

**White Paper for Ink or Pencil.**

No.	Size	Leaves	Dozen	100	Lots of 500	Lots of 1000
4032.	3 x 6½	80 Plain	\$	\$	\$	\$
4036.	4½ x 6½	80 Plain				
4037.	5 x 8	80 Plain				
4038.	5½ x 9½	80 Plain				

**Yellow Manila for Ink or Pencil.**

No.	Size	Leaves	Dozen	100	Lots of 500	Lots of 1000
4077.	5 x 8	72 Plain	\$	\$	\$	\$
4078.	5½ x 9½	72 Plain				
4079.	6½ x 11½	72 Plain				

**Quadrille Ruled, White Paper, Ink or Pencil.**

No.	Size	Leaves	Dozen	100	Lots of 500	Lots of 1000
4118.	3½ x 5½	50 ruled both sides				
4120.	5 x 8	50 ruled both sides				
4122.	6 x 9	50 ruled both sides				
4124.	8 x 10	50 ruled both sides				

**PLAIN SCRATCH PADS.**

By The Pound.



These pads are made from stock that is left over in our large manufacturing department. There are different grades and colors, some printed or ruled on one side. All of the paper in these pads is of a very good quality, better than that in the average pad. Pads of 100 sheets without strawboard back. Sizes: 3x5, 4x6, and 5x8 inches. Per lb., \$

**A**

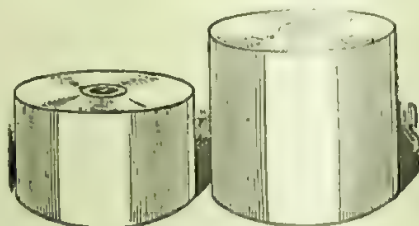
## COMPLETE SERVICE

We offer first-class service  
on every office necessity

**PRINTING** in all its branches  
**OFFICE SUPPLIES** of every kind  
**FURNITURE** for every office need

There are many advantages  
to buying from one house

**TRY US AND SEE**

**ADDING MACHINE PAPER.**

2½ Inches Wide

3¼ Inches Wide

**PREMIER GRADE.**

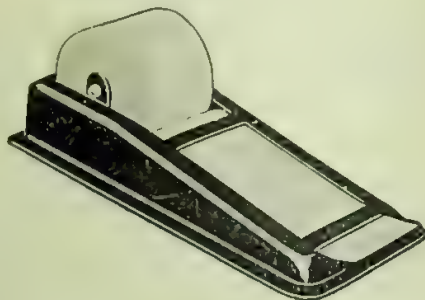
Hard surface, white paper free from lint. Full yardage rolls of 250 ft. each. For use on Burroughs, Wales, Dalton, Universal and other machines.

	Each	Dozen	100
Narrow, 2½ inches wide	\$	\$	\$
Wide, 3¼ inches wide			

**BOND GRADE.**

This is the very best grade of bond adding machine paper that we can secure. It is a fine quality of white bond paper, very strong and free from fuzz.

	Each	Dozen	100
Narrow, 2½ inches wide	\$	\$	\$
Wide, 3¼ inches wide			

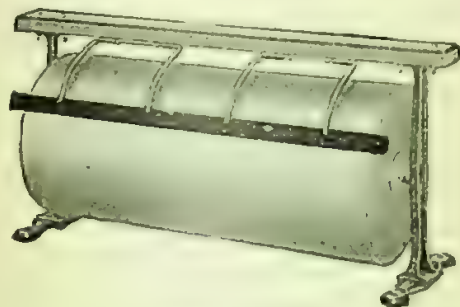
**ADAMS DESK MEMO.**

This is an extremely convenient memorandum pad for the business man's desk. It consists of an all metal frame attractively enameled and a roll of adding machine paper. The roll is held in place as shown in illustration and is pulled down under two guides over a perfectly smooth writing surface. Memos can be torn off by pulling the paper to the desired length and using the lower guide as a cutting edge. Carried in three finishes: Brass, Bronze and Olive Green and for both the narrow and wide rolls of adding machine paper.

Each.....\$

## WRAPPING SUPPLIES AND ACCESSORIES.

## WRAPPING PAPER AND CUTTERS.



PAPER CUTTERS.

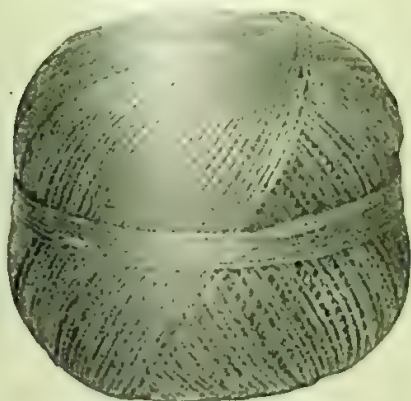
Detachable feet, can be built into pyramids, finished in Japan. For rolls 6, 9, 12, 15, 18, 20, 24, 30 and 36 inches wide. Every plant store and office needs one or more of these wrapping paper cutters. The smaller sizes are very convenient for the home.....Each \$

## ROLL WRAPPING PAPER.

Per Roll Per Lb.

12 in. wide, 25-lb. Kraft, w. approximately 18 lbs. \$  
 18 in. wide, 25-lb. Kraft, w. approximately 25 lbs. \$  
 24 in. wide, 40-lb. Kraft, w. approximately 33 lbs. \$  
 36 in. wide, 40-lb. Kraft, w. approximately 54 lbs. \$

## WRAPPING TWINE.



Heavy India Hemp: For use on Large or Heavy Packages

	Each	Per Doz.
No. 18. 1/4-lb. Balls..	\$	\$
No. 24. 1/2-lb. Balls		

## RIDGEWAY LINING.

Needed in all shipping departments.

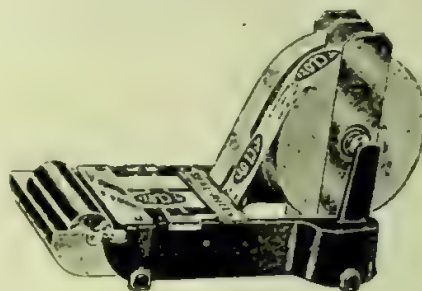
Single faced corrugated straw, used for protecting articles which are fragile and easily damaged in handling.

36-inch rolls containing 250 lineal ft.

Easily cut with scissors to fit most any size package.



## TAPE MOISTENERS.

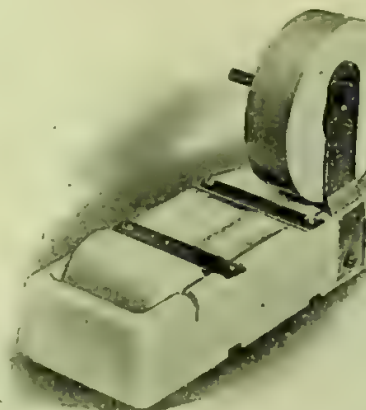


## SEALTITE TAPE MOISTENING MACHINE.

In one motion this machine moistens and cuts the tape, any length for instant use. The tape in this machine passes under guides and over rollers before reaching the moistening roller and cutting edge. This keeps the tape under tension and prevents it from unwinding except just as needed.

This machine holds tape rolls up to 8 inches in diameter and from 1/2 to 3 inches wide. One or more widths of tape can be used on this machine at the same time with perfectly independent action.

Made of Iron, Steel and Brass, finished in gray enamel. Portable water reservoir and straight cutting edge. We have not heard of one of these machines wearing out. Fully guaranteed. Price, without tape..... Each \$



## LIBERTY JUNIOR MOISTENER.

The Liberty Junior Moistener is especially designed for counter wrapping and for many uses in offices and homes, such as moistening gummed labels, envelope flaps, stamps, etc.

Built of heavy white porcelain and rust-proof metal, it will last a lifetime. Accommodates a special size roll which is known as Tiedy Tape. Supplied in widths 1 inch to 2 inches.

## More Useful Than String.

Tiedy Tape rolls are 250 feet long, enough to secure hundreds of packages or do a lot of labeling. Repairs, broken cartons, torn book pages, dress patterns, correspondence folders—does a hundred things string can't do. Price, without Tape.....\$  
 Shipping weight 3 1/4 lbs.

## GUMMED TAPE.

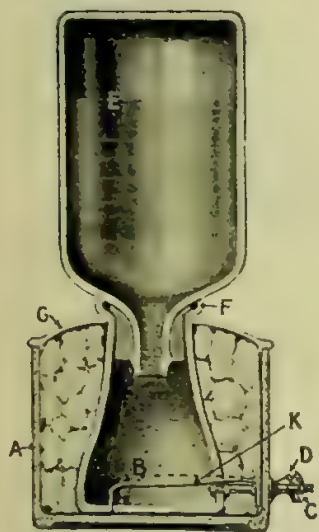
Made of Tough Kraft Paper.

Rolls 1	in. wide, 350 ft., 35 lbs.	Gummed side out.
Rolls 1	in. wide, 500 ft., 35 lbs.	Gummed side out.
Rolls 1	in. wide, 500 ft., 35 lbs.	Gummed side in.
Rolls 1 1/2	in. wide, 500 ft., 35 lbs.	Gummed side out.
Rolls 1 1/2	in. wide, 500 ft., 33 lbs.	Gummed side in.
Rolls 2	in. wide, 600 ft., 60 lbs.	Gummed side in.
Rolls 2 1/2	in. wide, 600 ft., 60 lbs.	Gummed side in.
Rolls 3	in. wide, 600 ft., 60 lbs.	Gummed side in.

Write for Prices on Special Printed Gummed Tape in Quantities.

## "XXth CENTURY" BOTTLE COOLERS.

"XXth Century" Bottle Coolers are sanitary—keeping the ice separate from drinking water and are used by offices, banks, hospitals, hotels, clubs (country, etc.), restaurants, factories, stores, gasoline service stations, schools, colleges, etc.



Sectional View—Showing Sanitary Construction.

### THESE ARE A FEW OF THE GOOD FEATURES.

The Ice Container (A) of seamless metal, inside and out, heavily insulated, an ice saver.

Cooling Jar (B) of white stoneware.

A glass of water can be filled in three seconds with the automatic push faucet (C).

Waste Faucet (D) drains melted ice water.

Bottle (E) with water.

Rubber Ring (F) supports bottle, and protects cooling jar.

Covers (G) can be entirely removed, making it easy to ice from any side of the cooler.

Sanitation. Drinking water cooled, but never touched by ice.

Ice Saver. Low cost of upkeep, only 1/5 of water cooled at one time. Uses 2/3 less ice. Body of seamless galvanized steel.

Flexible. Can be easily moved about to convenient positions—not anchored to one spot.

Time Savers. Placed at convenient positions—save employees steps and eliminate loitering in wash rooms, etc.

Palatable and Healthy. Water at temperature of mountain springs not at unhealthy ice cold degree.

Attractive. Designed to fit the most exclusive surroundings.

Construction. Seamless and easy to clean, easy to move.

### No. 50 M METAL SERIES.



Style No. 500 M.

Style No. 500 M. Equipped with stand for office or factory use, white stoneware drip tray, enameled metal bucket for waste water, etc.

Holds 3 or 5-gallon bottle.

Height (without bottle) 39 inches.

Ice capacity about 15 lbs.

Triangular space for stand 18 inches each way.

Shipping weight about 36 pounds, one in a carton.

No.	Each
500 M. Art Green Finish.	\$

500 M. White Finish.....



5-Gallon Bottle.

Green Glass Bottles in Cartons. These bottles are made of the best quality heavy glass.

	Each
5-gallon size.....	\$

3-gallon size.....

Bottles must be ordered separately. They are not included with coolers.

Style No. 50M. Rests on table or counter. Height (without bottle) 11½ inches. Diameter 14½ inches. Ice capacity about 15 pounds.

Shipping one in a carton, weight about 23 pounds.

No.	Each
50 M. Art Green Finish.....	\$
50 M. White Finish.....	

Style No. 150 M. Same as the No. 50M illustrated, but equipped with short legged stand for use on counter or table.

Shipping one in carton, weight about 27 pounds.

No.	Each
150 M. Art Green Finish.....	\$
150 M. White Finish.....	

Style No. 112 M. Similar to No. 150M but smaller, holding either a 1, 2 or 3-gallon bottle. Ice capacity about 10 pounds. Shipping one in carton, weight about 17 pounds.

No.	Each
112 M. Art Green Finish.....	\$
112 M. White Finish.....	

We do not stock all styles. Those not carried in stock can be quickly secured.

Bottles must be ordered separately. They are not included with coolers.



Style No. 50 M.

### VORTEX OVALCONE DRINKING CUPS.



These Vortex Ovalcone Drinking Cups have all of the features of the round cups, plus the low cost feature and compactness of flat paper cups. They are made of a water-proofed white paper and are as easy to hold and to drink from as a glass tumbler. Each cup is delivered from the dispenser open ready for filling and is odorless and tasteless—never touched by human hands until you use it.



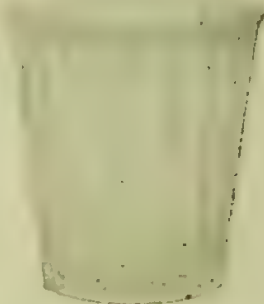
The Ovalcone Dispenser is a mechanical simple dispenser that delivers the cups open ready for use. The cups come out into the top in flat packages which, because of an automatic shield, can be inserted without the cups themselves being touched. The Dispenser has a capacity of 150 cups and occupies a wall space only of 3 $\frac{3}{4}$ x9 inches. The flat packages are easy to handle and store and the cups being delivered from the Dispenser, open ready for use by a non-mechanical process, are decidedly convenient and useful.

The Dispenser is pleasing in appearance and is easy and instantly filled.

Cups.....Per 100 \$  
Dispensers.....Each

### LILY DRINKING CUPS. "FOR YOUR LIPS ALONE."

The Lily Cup is made of snow white paper, triple pleated for strength and rigidity; lightly sprayed on the outside with pure white paraffine, such as mothers use when preserving, and shaped like regular tumblers. They hold a generous amount of water and are always ready and always clean.



Lily Cups are easy to handle and hold, pleasant to drink from and inexpensive enough to use once and throw away. They are packed 100 in a cardboard box. The cups are carefully wrapped in white tissue paper to insure cleanliness.

Regular 5-Ounce Size.

100 Cups in Box.....\$  
1000 Cups in Carton.....  
5000 Cups in Carton.....Per M

Lily Cups can also be furnished in 8-oz. and 12-oz. sizes.

### LILY CUP CONTAINER.

This is a handsome container that holds 100 5-oz. Lily Cups and dispenses them one at a time. In this container, the cups are always clean and always convenient. The cup container is made of glass and the push rod dispenser of nickeled metal. A slight push of the button and the cup is delivered into your hand, ready for use.

You need this device in your office, quite as much as you need a water cooler, a towel cabinet, or any other modern convenience that you already provide for the comfort and well being of those who work for you and those who visit you. It is an ideal way of solving the common drinking glass problem.

Lily Cup Container.....Each \$



### COLUMBIAN DRINKING CUPS AND CABINETS.



The Colombian Cup is made from a fine uniform grade of white paraffined paper, which is free from all taste and odor. Cups made from this grade of paper, which is made especially for this purpose, are very popular, and have been giving satisfaction for years. They are put up in special "Cartridge-loading" Cartons of 250 cups each for use with metal cabinets.



The Colombian Metal Cabinet is made of heavy steel, with a special rubberized baked enamel finish, which is durable and rust-proof. Color dark brown. A glass window shows when the cabinet is nearly empty. The cabinet is easily installed.

## PAPER TOWELS AND TOILET PAPER.

### NIBROC PAPER TOWELS.



Nibroc Towels give a grateful softness to the skin, due to the natural resins of the woods contained in the silky fibres of the towel. Nibroc Towels are spotlessly clean and sanitary.

In public buildings, schools, offices, hotels and factories, Nibroc Towels have the preference. This is due to the fact that they are stout enough to be used like linen towels, and just soft enough to be refreshing to the skin. They are free of lint or fuzz, highly absorbent, and in very exhaustive tests with other towels in some of the largest institutions in

the country, Nibroc Towels have won against all competition. The use of Nibroc Towels is saving money for others—give us a chance to help you do likewise.

For autoists and campers Nibroc Towels have no equal. They are the most economical and sanitary product of its kind on the market today. Made in two sizes:

Standard Size, 15x10 inches.

Junior Size, 9½x10 inches.

### NIBROC TOWEL CABINETS.

This handsome Nibroc Towel Cabinet, provided with a lock, is your protection against contagion. It serves the towels one at a time, free from dirt or infection.

Cabinets will fit both Standard and Junior sizes and are made of steel and are furnished in

White Enamel Finish  
Gray Enamel Finish.

### ROLL PAPER TOWELING.



**Challenge.** Strong and highly absorbent. Perforated for quick and easy separation. Put up in rolls of 150 towels each, 50 rolls to the case. Towels 11½x15. Each roll securely banded.

**Roll Towel Fixture.** Made of steel, heavily nicked.

### TOILET PAPER.

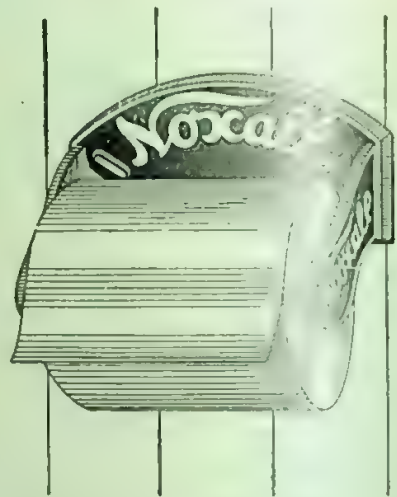


**Pacific.** Light weight manila, smooth cylinder sheet, both sides alike. 1,000 sheets to roll. 100 rolls to case.

Size sheet, 4½x5.

Shipping weight about 80 lbs to case.

### ROLL TOILET PAPER FIXTURE.



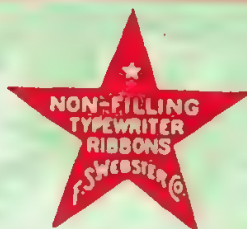
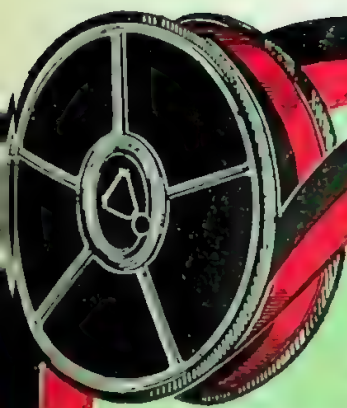
**Noxall.** A heavy, durable fixture that will last for years. Extra high grade, heavily nicked.

### SWEEPING COMPOUND.



**"Sweep-Kleen".** An Antiseptic, Dust-Preventing, Low-Priced Sweeping Compound. It prevents dust, the spread of disease and damage to merchandise, and makes life in workshop, office or home far more comfortable and pleasant. It saves labor, is a germicide, non-combustible, low-priced, and sweeps clean and thoroughly. In Sweep-Kleen we have a very high-grade article at a moderate price. Order a trial barrel.

Sizes of drums—50-lb., 100-lb., 200-lb., 300-lb.



## WEBSTER

Carbon Papers and  
Typewriter Ribbons

*"A Kind for Every Purpose"*

Every Business Transaction Deserves  
Permanent Records

Webster Writings and Copies

## LAST

as long as the paper upon which  
they are written holds together

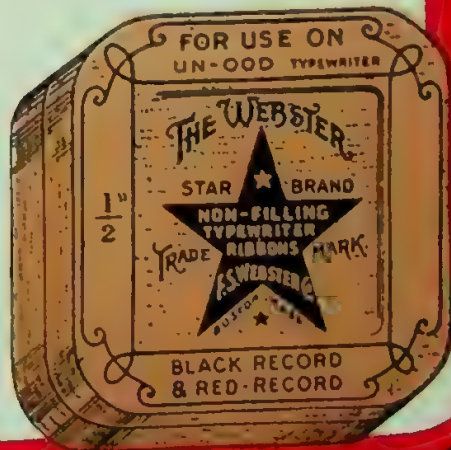
THERE IS NO ECONOMY IN USING ANYTHING LESS THAN THE

## BEST

CARBON PAPER and TYPEWRITER RIBBONS

**MULTIKOPY** AND **STAR★BRAND**  
ARE THE BEST THAT CAN BE MADE

We carry a full stock of these Brands  
in all sizes and colors and will give your  
orders Personal and Prompt Attention



A KIND FOR EVERY PURPOSE

Each Grade Custombuilt for the Purpose for which it is to be Used

THE CARBON PAPER THAT GIVES SATISFACTION

For Many Copies at One Time

**MULTIKOPY** No. 5

Black Light Weight

For General Office Work

**MULTIKOPY** No. 25

Weights:

Light, Medium, Correspondence

Colors:

Black, Blue, Purple, Green, Red

For Long Wear

**MULTIKOPY** No. 95

Color: Black

Weights:

Special Medium, Correspondence

For Noiseless Machines

**MULTIKOPY** NOISELESS

For use in connection with Copying machines and devices, order **MultiKopy Strong Copying Carbon Paper**

STANDARD SIZES

8 x 10½ to 8½ x 14

MANIFOLDING POWER

1 to 3 copies at one writing use Correspondence Weight

3 to 7 copies at one writing use Medium Weight

7 to 20 copies at one writing use Light Weight

We have a thoroughly equipped department fully stocked with Webster Carbon Paper and Typewriter Ribbons, Type Cleaner, also Notebooks, Pencils, Ink, in fact, everything that the stenographer needs to carry on her daily work, and everything of the highest quality.

Let us furnish you with the best fuel for your business engine. We are here to prescribe the proper kind of carbon paper and typewriter ribbons, to give you prompt delivery on small quantities or large, and you will find it easier and more convenient to use us as your service station for these supplies.

Call us on the phone and one of our men will get in touch with you.

ORDER YOUR KIND OF **MULTIKOPY** FOR SATISFACTION

When ordering **MULTIKOPY** state Grade, Weight, Color and Size required

**STAR★BRAND TYPEWRITER RIBBONS**

Made for all ribbon writing machines. Will give clear, permanent copies and will not smut, dry out or fill in the type

STANDARD COLORS AND COLOR COMBINATIONS

Record Ribbons

Single Color

Black

Blue

Purple

Green

Red

Brown

Orange

Lithograph

Blue Print

Bichromes

Black and Red

Blue and Red

Purple and Red

Green and Red

Copying Ribbons

Blue

Purple

Black Copy Blue

Black Copy Black

Black Copy Black and Red

Black Copy Blue and Red

Blue and Red

Purple and Red

Black Record and Purple

**STAR★BRAND** Ribbons are made on the finest quality of imported cloth for every inked ribbon writing machine; every ribbon tested and guaranteed, and we stand behind them absolutely. We carry a full stock and can give you prompt deliveries at all times. These ribbons are known the world over and are in use in every country under the sun every working day in the year.

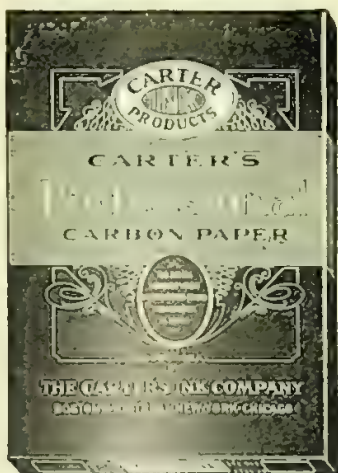
Let us solve your Carbon Paper and Typewriter Ribbon Problems.

**RTZ TYPECLEANER**

For cleaning type, rubber stamps, fountain pens, typewriter parts, etc.

Made in inkings to suit all sizes of type and individual touch of operator

## CARBON PAPER.



## CARTER'S PROFESSIONAL CARBON.

A very durable non-smut carbon for general office use, where one to five copies are desired at one writing.

Colors: Black, blue and purple, 100 sheets to a box, per box, \$  
Size 8½x13.



## CARTER'S IDEAL PENCIL CARBON.

A splendid grade of pencil carbon that is suitable for any purpose where copies are to be made from pencil work.

This carbon is carried in blue only in boxes of 100 sheets. Sizes: 8½x11 and 8½x13.



## JOPCO TYPEWRITER CARBON.

A very high-grade sheet for discriminating users and we are sure you will find it satisfactory in every respect. Carried in Standard weight for general letter writing and light weight where a number of copies are desired.

Colors: Black, blue, purple. Size, 8½x11 and 8½x14. Packed, 25 sheets to folder, 4 folders (100 sheets) to box.

## CARBON PAPER IN FULL SIZE SHEETS.

## Full Size Sheets Typewriter Carbon.

We carry a high-grade medium-weight Typewriter Carbon in full sheets. Size 17x28, which we can cut to any size desired. Carried in black only. Other colors furnished on special order.

## Full Size Sheets Pencil Carbon.

No. 613-4. 10-lb. Semi very high-grade pencil carbon, coated one side, blue only. Size: 26x39 in. Can be cut any size desired.

No. 646-16. Semi, medium grade white back pencil carbon. Colors: Blue and black, coated one side. Size 26x39 inches. Can be cut any size desired.

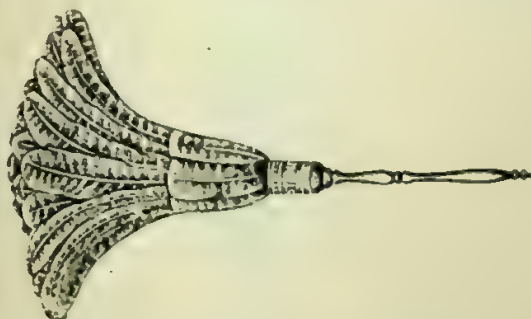
No. 646. 15-lb. medium grade double carbon. Coated two sides.

Color: Blue. Size: 26x39 inches. Can be cut any size desired.

## Full Size Sheets Pen Carbon.

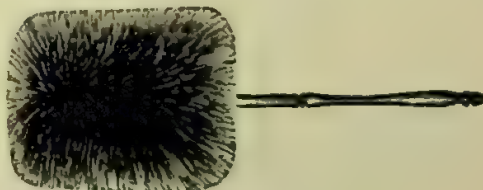
This is a very high-grade paper for making copies when writing with a pen. Size 26x39 inches. Black.

## FEATHER DUSTERS AND DUST CLOTHS.



No. 14. "Leader" Parlor Black Duster, a fancy duster made of 120 selected natural black feathers, with light colored feather trimmings. Medium length cuff. Cherry finished 14-in. handle.

No. 155. "Automobile Special" Duster made of 150 selected Tail Feathers. Have leather cuffs, nickel-plated ferrules and hand finished handles. Being made of soft tail feathers, they are flexible and especially adapted for automobile use. Have 10-inch handle.



No. 11. Flat Half-Down Dusters. Made of turkey half-down feathers, woven and sewed over steel wire frames. Have black enameled handles. For removing dust from counters, boxes, shelves, etc. Size, 7x10 inches with 11-inch handle.

## Dust Cloths.

"Perfecto" Dustless Dust Cloths. A dust cloth chemically treated to absorb dust. Will not scatter it. The particles of dust are retained in the cloth until washed out in warm water and soap. Absolutely sanitary, reliable and durable. For dusting furniture, metal and leather goods, etc.

Size: 30x36 inches.

### TYPEWRITER RIBBONS.

#### JOPCO TYPEWRITER RIBBONS.



A leader in its class; a reliable ribbon in every respect. We commend it for its generally good characteristics and offer it as the best of its kind at the price.

Can be furnished in any color or combination of colors for any typewriter.

#### IDEAL BRAND.



This brand is the best quality manufactured. Ribbon is imported and has treated edges so that unraveling is impossible. The inks used are the very finest indelible colors and are purified to the extent of eliminating all solid matter, therefore are absolutely non-filling. Can be furnished all colors, copying and non-copying, in straight colors and two colors, for all makes of typewriters at the same price. Dozen, \$ ; each, \$

**Two Color Combinations.** Black and Red Record, Purple and Red Record, Black Record and Blue Copying, Black Record and Purple Copying, Blue and Red Copying, Purple and Red Copying, Purple and Red Roller Process.

**Three Color Combinations.** Black, Purple and Red Record; Black Record, Purple Copying and Red Record; Black Record, Purple and Red Copying; Black, Purple and Red Copying.

#### RIBBON COUPON BOOKS.

We sell coupon books containing twelve coupons, each good for one ribbon, and deliver a ribbon on surrender of the coupon. The customer thus buys at the dozen price, and gets his ribbons as he needs them, from the freshest stock. Specify color and machine, and whether record or copying.

#### MISCELLANEOUS RIBBONS.

##### Burroughs Adding Machine Ribbons.

- 4. 18 feet long, 1  $\frac{1}{4}$  inches wide.....Each \$
- 3. 18 feet long, 1  $\frac{1}{2}$  inches wide.....Each \$
- 13. 18 feet long, 2  $\frac{1}{2}$  inches wide.....Each \$
- 15. 18 feet long, 2  $\frac{1}{2}$  inches wide.....Each \$

##### Standard Adding Machine Ribbons.

- 9/32-inch wide, 16 yards long.....Each \$

##### Dating Stamp Ribbons.

- 6. 4-yard, blue.....Per dozen, \$ ; each \$

##### Hektograph and Roller Press Ribbons.

Ordinary copying ribbons are not suited for copying by the roller press process or for Hektograph copies. Special ribbons are necessary. Give Machine and Color.....Each \$

### SECOND SHEETS, MIMEOGRAPH PAPER, BLOTTING PAPER.

#### GRAHAM'S MANIFOLD.

A light weight paper with splendid finish for typewriter carbon copies. Suitable for making a large number of copies at one writing.

Size—8  $\frac{1}{2}$ x11. Size—8  $\frac{1}{2}$ x13

#### MANILA PAPER.

(Full sheet size 17x22 in.)

Suitable for carbon copies and cheap inter-office circulars. Wrapped in packages of 1,000 sheets. 14-lb. weight.

No. 1. R. R. Manila—Yellow. Size—8  $\frac{1}{2}$ x11.

No. 2. R. R. Manila—Yellow. Size—8  $\frac{1}{2}$ x11.

#### ROBARCO CARBON COPY SHEETS.

A strong light weight paper, made especially for carbon copies. It is of the duplex character, being smooth on one side and rough or soft on the carbon side. Size 8  $\frac{1}{2}$ x11, wrapped in packages of 1,000 sheets.

#### MIMEOGRAPH PAPER.

A special paper of good weight, made sufficiently soft to absorb ink quickly enough to prevent off-setting or smearing of printing or reduplicating done on Mimeograph machines, and similar devices. Packages of 500 and 1,000 sheets.

Sizes—8  $\frac{1}{2}$ x11, 8  $\frac{1}{2}$ x13, 8  $\frac{1}{2}$ x14

#### BLOTTING PAPER.

##### DESK BLOTTERS.

This is a good grade of Blotting with good blotting qualities. The size is 19x24 and fits the regular Desk Blotter Pad.

Colors: White, Granite, Light Blue, Buff, India Tint and Gray.

Weight per Ream	Size	Each	Doz.	125 Sheets
100 lb.	19x24	\$	\$	\$
120 lb.	19x24			
140 lb.	19x24			

Colors: Dark Blue, Moss Green, Light Green, Pink, Canary, Brown, Black, Golden Rod.

Weight	Size	Each	Doz.	125 Sheets
100 lb.	19x24	\$	\$	\$
120 lb.	19x24			
140 lb.	19x24			

##### EMBOSSSED BLOTTING.

This is an excellent grade of Blotting embossed with attractive Moire and Basket Weave Patterns. Carried in the same colors as listed above.

Weight	Size	Each	Doz.	125 Sheets
100 lb.	19x24	\$	\$	\$

##### CUT BLOTTERS.

These Blotters are intended for Desk use and are an excellent quality of Blotting. Carried in White only.

Cut from	Size 4x9 $\frac{1}{2}$	Doz.	Gross	500
100 lb. to Ream.....		\$	\$	\$
120 lb. to Ream.....				
140 lb. to Ream.....				

Cut from	Size 4 $\frac{1}{2}$ x12	Doz.	Gross	500
100 lb. to Ream.....		\$	\$	\$
120 lb. to Ream.....				
140 lb. to Ream.....				

## STENOGRAPHERS' SUPPLIES.

We are anxious always to furnish supplies that best suit every stenographer's needs. We realize that different kinds of stenographic work call for different grades of carbon papers, ribbons and papers. Tell us your requirements and we will gladly submit samples from our large and complete stock.

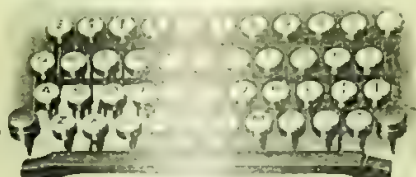
# TYPEWRITER SUPPLIES.

## TYPEWRITER SHOCK ABSORBER.



A rubber cushion for the feet of the typewriter. They act as a shock absorber, cutting down noise and giving the keyboard a more resilient action. Per set of four \$

## TYPEWRITER CUSHION KEYS.



A MACHINE EQUIPPED WITH  
TYPEWRITER KEYS

The Typewriter Keys are made of cushion rubber and fit over the typewriter keys. These cushion keys increase speed and save sore finger tips.

Single keyboard set.....\$  
Double keyboard set.....\$

## TYPEWRITER TWIRLER RINGS.



These Twirler Rings are made of rubber and fit over the hard corrugated machine roller. They provide a better grip and save the typist's fingers. Per set of two.....\$

## TYPEWRITER OIL.



This Typewriter oil, which, unquestionably, is the finest quality manufactured for use on the typewriter or other delicate machinery; it is absolutely odorless, and can remain on the machine any length of time without becoming gummy, which is a fault of inferior oils.

Price per bottle, ½ oz.....\$  
Price per bottle, 1 oz.....\$  
Price per bottle, 4 oz.....\$

## "CLAR-O-TYPE."

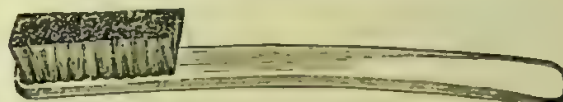
Just apply with dauber provided. Cleans typewriter type instantly. Dissolves the dirt and ink instantly. No brush necessary—eliminates spattering, pin picking, etc. Harmless. It cleans perfectly. A bottle will last several months.



Also for type of adding and billing machines, numbering machines, check writers, Addressograph plates, cash registers, rubber stamps, etc.

No. 50. Per bottle.....\$

## TYPEWRITER BRUSHES.



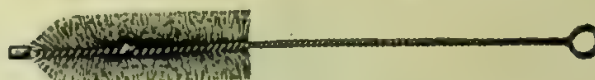
Bone Handled Brush. 4 rows.....Per dozen, \$ ; each \$



Paint Brush Style. Handle 11½ inches.  
¾-inch flat brush.....Per dozen, \$ ; each \$  
¾-inch round brush.....Per dozen, \$ ; each



6½. 6½-inch handle, 2-inch black bristles.  
Per dozen, \$ ; each \$



8. 8-inch handle, white bristles, 3¾ inches long.  
Per dozen, \$ ; each \$

## TYPEWRITER ERASER SHIELDS.



By using this shield a single letter or a word may be erased without erasing the other letters. The shield is heavily nickeled, 2¾x3¾ inches, and the slots are beveled to prevent cutting the rubber. Per dozen, \$ ; each \$

## POCKET OIL CANS.



Star. Nickel plated; has screw cap over entire length of tip.  
Per dozen, \$ ; each \$



Perfect. It is 4½ inches long, cylindrical shape, with cap. It has a self-closing valve, which permits just the right amount of oil to escape.....Per dozen, \$ ; each \$

## COPY HOLDERS.

## The Read-Easy Copyholder.

Holds the note book or copy at the right angle for easy reading or swings it just where the eyes want it. Can be had mounted on pedestal or with brackets for attaching to typewriter. Finished in black enamel with nickel trimmings.

On pedestal, with line marker.....\$

On pedestal, without line marker....

For Typewriter, with line marker...

For Typewriter, without line marker..

Give name and Model Number of Typewriter when ordering.



## The Reid Copyholder.

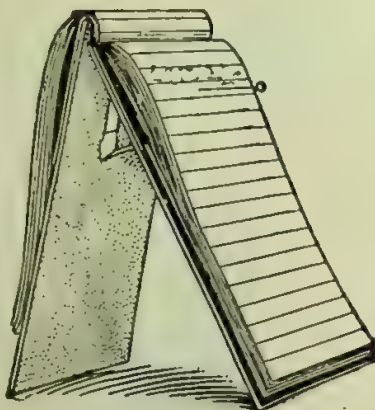
The Reid Desk Stand (as illustrated) finished in highly polished nickel, with line marker.....\$

Same, without line marker.....

Same for (T. W.), with line marker

Same for (T. W.), without line marker.....

Give name and Model Number of Typewriter when ordering



## IDEAL NOTE BOOK COVER AND HOLDER.

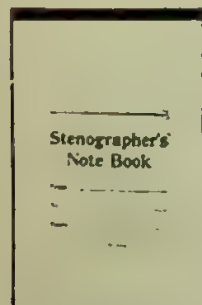
Leaves never fall back. Fits any note book. Just what the Stenographer wants. Book is inserted and not removed until written full. Lays flat for dictation, adjusts to natural reading position, as shown in cut, for transcribing and folds to carry in the pocket. Increases speed of transcribing 25 per cent.

Sizes 5x9 and 8x9 (order by size).

Each \$

PAT. SEPT. 5, 1901

## STENOGRAPHER'S NOTE BOOKS.



Cover Design of Stenographer's Note Book.

No. 180. Size 6x9 in., "Jopco" Special Stenographer's Note Book. Good grade white paper, suitable for pen or pencil; 60 leaves; Manila tagboard covers; cloth over back. Faint ruled.

Per dozen, \$ ; each, \$

No. 180-C. Same book as above but ruled with a center line.

Per dozen, \$ ; each \$

No. 1338. Size 4 1/4 x 9 in., Stenographer's Note Book; high-grade white pen paper; 80 leaves; Manila tagboard covers; cloth over back. Faint ruled.

Per dozen, \$ ; each \$

## RAND McNALLY AUTO TRAILS MAPS.

Featuring marked Automobile Routes with explanation of markers, Main traveled auto Trails, representative Hotels, Garages and Service Stations, distances between towns, Hotel and Garage Register, containing reliable information concerning Hotels, Garages and Service Stations indicated on the map. City Maps of the larger towns, showing best entrances and exits, with street location of Hotels and Garages that cater to tourists; Points of interest, Motor, Fish and Game Laws, location of Tourists' Camp Sites and list of National Parks and Monuments

Maps carried in stock covering following States:

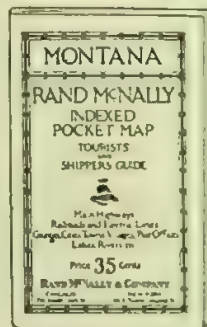
Arizona and New Mexico, California and Nevada, Idaho, Montana and Wyoming, Illinois, Iowa, Missouri, Nebraska and Kansas, Texas, Utah and Colorado, Washington, Oregon, British Columbia, United States.

Each.....\$

Dozen



## RAND McNALLY POCKET AND VEST POCKET MAPS AND SHIPPERS GUIDES.



Showing all railroads, cities, towns, villages, postoffices, lakes, rivers, etc. Folder in durable leatherned paper cover. Completely indexed and annotated for quick reference

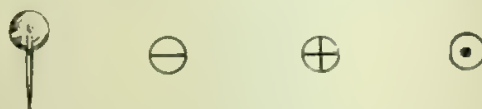
Following list of Rand McNally Maps carried in pocket cases:

Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming. United States, Not Indexed; Western States, Not Indexed; (Pkt. edition only). Mexico (Pkt. edition only)

Each..

Dozen..

## MOORE'S MAP TACKS.



These Map Tacks have become a modern necessity in every up-to-date office and industrial concern. They are used extensively by Sales Managers, Professional men and in Federal, State and Municipal offices. They are carried in 6 sizes of heads in 18 plain colors and in three different styles of combination dots, stripes and crosses. All colors and all combinations are not carried in all sizes. Where combinations are made with dots, stripes and crosses, the colors contrast strongly. These combinations allow almost unlimited use of these pins for distinguishing purposes.

Series No. 100. Medium Head. 1/4-inch diameter, 3/8-inch pin point. Carried in 18 plain colors, 16 combination dots and 16 combination stripes, 100 of one color in a box.

## LIST OF PLAIN COLORS.

Red	Pink	Champagne
White	Brown	Sky Blue
Blue	Gray	Maroon
Yellow	Olive Green	Purple
Green	Old Rose	Robin's Egg Blue
Black	Chocolate	Orange

The combination of colors with dots, stripes and crosses are made between the plain colors with markings in Red, White, Black, or Yellow. Please specify colors carefully and when ordering combinations, specify contrasting colors desired, if there is a preference.

## BERKSHIRE TYPEWRITER PAPER IS THE BEST.



This line of papers is expressly manufactured for typewriter work and combines all the qualities—strength, durability and fineness of texture—most essential to good work on the various writing machines now in use.

Our large and varied line will enable anyone to select a paper which will meet their requirements in both quality and price.

Each ream of 500 sheets is neatly packed in a handsome lithographed box, which amply protects it from damage and is very convenient for keeping the paper.

**WHEN ORDERING**—It is only necessary to state the number you desire, as each paper of any size, ruled or plain, has its own number and is known to us by that number only.

### Berkshire Bond—Light Weight Smooth Bond Surface.

Excellent texture. Will make from 2 to 4 copies; 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
77 8 x13 Plain \$		79 8 x10 1/2 Plain \$	
77 1/2 8 1/2 x13 Plain		79 1/2 8 1/2 x11 Plain	
78 8 x13 Ruled		80 8 1/2 x14 Plain	
78 1/2 8 1/2 x13 Ruled		80R 8 1/2 x14 Ruled	

### Berkshire Bond—Medium Weight Smooth Bond Surface.

Excellent texture. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
81 8 x13 Plain \$		83 8 x10 1/2 Plain \$	
81 1/2 8 1/2 x13 Plain		83 1/2 8 1/2 x11 Plain	
82 8 x13 Ruled		84 8 1/2 x14 Plain	
82 1/2 8 1/2 x13 Ruled		84R 8 1/2 x14 Ruled	

### Berkshire Vesper Linen—No. 10. Very Light Weight, Kwik Surface.

Will make from 5 to 8 copies; 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
85 1/2 K 8 1/2 x13 Plain \$		88K 8 1/2 x14 Plain \$	
86 1/2 K 8 1/2 x13 Ruled		88R 8 1/2 x14 Ruled	
87 1/2 K 8 1/2 x11 Plain			

### Manifold Bond.

This is a superior Manifold paper, particularly adapted for carbon work. It has no equal. Extremely light, with smooth surface. Will make 12 or more perfect copies. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
117 1/2 8 1/2 x13 Plain \$		120 8 1/2 x14 Plain \$	
119 1/2 8 1/2 x11 Plain			

### Duplicator Bond—White.

Medium weight, smooth surface, fair quality. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
121 1/2 8 1/2 x13 Plain \$		124 8 1/2 x14 Plain \$	
123 1/2 8 1/2 x11 Plain			

### Duplicator Bond—White.

Correspondence weight, smooth surface, fair quality. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
121 1/2 H 8 1/2 x13 Plain \$		124H 8 1/2 x14 Plain \$	
123 1/2 H 8 1/2 x11 Plain			

### Cascade Bond—White.

Smooth surface, light weight, good quality. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
161 8 x13 Plain \$		163 8 x10 1/2 Plain \$	
161 1/2 8 1/2 x13 Plain		163 1/2 8 1/2 x11 Plain	
162 8 x13 Ruled		164 8 1/2 x14 Plain	
162 1/2 8 1/2 x13 Ruled		164R 8 1/2 x14 Ruled	

### Cascade Bond—White.

Medium weight, smooth surface, good quality. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
165 8 x13 Plain \$		167 8 x10 1/2 Plain \$	
165 1/2 8 1/2 x13 Plain		167 1/2 8 1/2 x11 Plain	
166 8 x13 Ruled		168 8 1/2 x14 Plain	
166 1/2 8 1/2 x13 Ruled		168R 8 1/2 x14 Ruled	

### Cascade Bond—White.

Correspondence weight, smooth surface, good quality. 500 sheets to the ream.

No.	Per Ream	No.	Per Ream
169 8 x13 Plain \$		171 8 x10 1/2 Plain \$	
169 1/2 8 1/2 x13 Plain		171 1/2 8 1/2 x11 Plain	
170 8 x13 Ruled		172 8 1/2 x14 Plain	
170 1/2 8 1/2 x13 Ruled		172R 8 1/2 x14 Ruled	

**No. 896. White Berkshire Duplicate Copy Paper.** Particularly adapted for Vertical Filing Systems, very thin.

8 1/2 x11, plain, per 1000 sheets, boxed.....\$  
8 1/2 x13, plain, per 1000 sheets, boxed.....\$

### PRINTED COPY PAPER.

This Berkshire Duplicate Copy Paper can be obtained with the word "Copy" printed in red in outline type. Size 8 1/2 x11 only.

**Form No. 1.** Top center in red on each sheet.

**Form No. 2.** Across center in red on each sheet.

**Form No. 3.** Diagonally across each sheet.

**No. 2132. Marginal Ruled Paper.** Medium weight bond, smooth surface, white. 6 1/4 inches between ruled lines. Red ruling. Size of sheet, 8 1/2 x13.

**No. 2142. Marginal Ruled Paper.** Light weight bond, smooth surface, white. 6 1/4 inches between ruled lines. Red ruling. Size of sheet, 8 1/2 x13.

## MANUSCRIPT COVERS.

These Manuscript Covers are used as covers for specifications, legal documents, addresses or any typewritten document that should be bound in a secure and careful manner. They are made to cover legal cap sheets and to fold over and extend about an inch over the top of the first sheet. Generally, the sheets and cover are fastened together with eyelets or with brass fasteners. The covers are not printed and are made of a medium, light weight, good quality cover paper. We carry five colors of stock in two sizes, put up in boxes of 100 sheets. The colors are all light tints, so that inscriptions can be easily read.

Stock No.	Size	Color	Stock No.	Size
226	9x15	Blue	226 1/2	9x15 1/2
227	9x15	Chocolate	227 1/2	9x15 1/2
228	9x15	Primrose	228 1/2	9x15 1/2
232	9x15	Terra Cotta	232 1/2	9x15 1/2
238	9x15	Grey	238 1/2	5 1/2 x19

We will gladly send you on request a sample booklet of Berkshire Typewriter Papers and Manuscript Covers.



## ENVELOPES.

### FOR BULKY MAIL AND VALUABLE PAPERS.

To those who need in their business a light weight, tough and durable envelope, with smooth writing surface, we recommend this Justrite Fibre Envelope.

These Justrite Fibre Envelopes are made of attractive looking Special Fibre paper of a light brown color. This is the toughest paper obtainable and its light weight saves postage without sacrificing safety. These envelopes are made in both the Plain and the Window Styles.

The table given below shows the stock numbers and sizes of the Plain Envelopes carried in stock. The sizes 6½, 6¾, 9 and 10 have regular flap; all other sizes have a deep pointed flap.

No.	Size	500	1,000	2,000	3,000	4,000	5,000
6½	3½x6	\$	\$	\$	\$	\$	\$
6¾	3½x6½						
9	3½x8¾						
10	4½x9½						
10½	4½x9¾						
10¾	4½x9½						
11½	4½x10¾						
12½	4½x11						
14½	5 x11½						
16	5½x11						
18	6½x11½						

### JUSTRITE FIBRE WINDOW ENVELOPES.

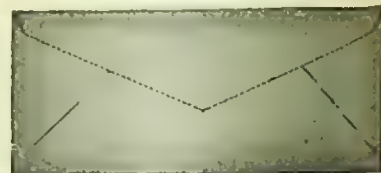
We are able to furnish Justrite Envelopes with Transparent Windows. Windows can be located almost any place on the envelope and can be practically in any size or shape.

The illustrations at the right show stock sizes and stock locations of Transparent Envelopes. If special size and position of window are desired, please send sample.

These Justrite Fibre Window Envelopes are stocked in the following sizes and positions of Window.

No.	Size	Position of Window
6½	3½x6½	Regular only
9	3½x8¾	Regular and Central
10	4½x9½	Regular and Central
7½	3½x7½	Central only
10½	4½x9¾	Regular and Central
10¾	4½x9½	Regular and Central
11	4½x10¾	Regular and Central

Sizes 6½, 9, 10 and 11 have regular flaps. All other sizes have deep pointed flaps.



Justrite Fibre Window Envelope.  
Central Position.



Justrite Fibre Window Envelope.  
Regular Position.

### TAMPERPROOF ENVELOPES.

These envelopes are made with a double fold, top and bottom, and have extra heavy hand gumming on the flap. These envelopes will not break in transit and all enclosures are insured against tampering.

These envelopes are used for mailing Currency, Mortgages, Stock Certificates, Abstracts, Reports, Policies or other valuable papers. They are made of tough Kraft Fibre stock of high grade.

We carry in stock these envelopes made of 80 lb. Kraft and in one size, 5x11½.

The prices quoted in the price list for these Tamperproof Envelopes include the printing of the name and address. If registered mail design is desired, it can be printed at the same time without additional expense.

These envelopes are being satisfactorily used by Banks, Bond houses and large business concerns throughout the country and we recommend their use for any concern having valuable documents to be mailed.

These envelopes can be secured in quantities of 250 up

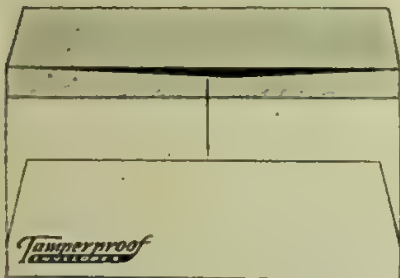


Illustration of Tamperproof Envelope open.

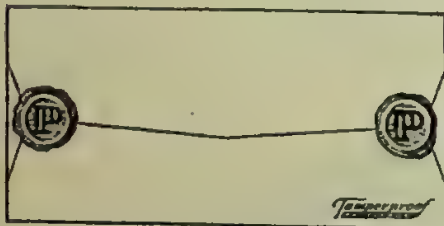


Illustration of Tamperproof Envelope Sealed.



Illustration of Tamperproof Envelope  
printed with Return Card and Registered  
Mail Block.

### SPECIAL ENVELOPES.

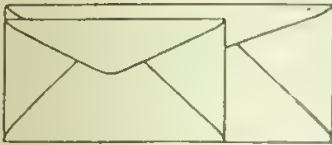
In this catalog we are showing only a few of the most generally used styles of Envelopes, but we are well equipped to manufacture and print any kind of an envelope that you may require.

Send us a sample of the kind of an Envelope you are using or tell us your special requirements and we will be glad to send you samples and prices.

We are well equipped to quote you on any kind of an envelope you need.

## COMMERCIAL AND OFFICIAL ENVELOPES.

## COMMERCIAL ENVELOPES.



## MANILA ENVELOPES.

Gummed Flaps.

No.	Size	No. in a Box	Weight
6	3 1/2 x 6	500	20
6 1/2	3 1/2 x 6 1/2	500	20
9	3 1/2 x 8 1/2	500	28
10	4 1/2 x 9 1/2	500	28
10	4 1/2 x 9 1/2	500	32
10	4 1/2 x 9 1/2	250	40
11	4 1/2 x 10 3/8	500	32
11	4 1/2 x 10 3/8	250	40
12	4 1/2 x 11	500	32
12	4 1/2 x 11	250	40
14	5 x 11 3/4	500	32
14	5 x 11 3/4	250	40

## KRAFT ENVELOPES.

No.	Size	No. in a Box	Weight
6 1/2	3 1/2 x 6 1/2	500	16
10	4 1/2 x 9 1/2	500	16
11	4 1/2 x 10 3/8	500	20
12	4 1/2 x 10 3/8	500	20

## WHITE RAG ENVELOPES.

Gummed Flaps. Best Grade Rag Paper.

No.	Size	No. in a Box	Weight
6 1/2	3 1/2 x 6 1/2	500	28
6 1/2	3 1/2 x 6 1/2	500	32
7	3 1/2 x 6 3/4	500	28
9	3 1/2 x 8 1/2	500	28
10	4 1/2 x 9 1/2	500	28
10	4 1/2 x 9 1/2	500	32
11	4 1/2 x 10 3/8	500	28
11	4 1/2 x 10 3/8	500	32
12	4 1/2 x 11	500	28
12	4 1/2 x 11	500	32

## WHITE WOOD ENVELOPES.

Gummed Flaps. Medium Grade Paper.

No.	Size	No. in a Box	Weight
6	3 1/2 x 6	500	24
6	3 1/2 x 6	500	28
9	3 1/2 x 8 1/2	500	28
10	4 1/2 x 9 1/2	500	28
10	4 1/2 x 9 1/2	500	32
11	4 1/2 x 10 3/8	500	28
11	4 1/2 x 10 3/8	500	32
12	4 1/2 x 11	500	28
12	4 1/2 x 11	500	32
14	5 x 11 3/4	500	32

## WHITE CONSTRUCTION BOND ENVELOPES.

Gummed Flaps. Medium Finish.

No.	Size	No. in a Box	Weight
6 1/2	3 1/2 x 6 1/2	500	20
6 1/2	3 1/2 x 6 1/2	500	24
10	4 1/2 x 9 1/2	500	20

## WHITE AMERICAN TRUST BOND ENVELOPES.

Gummed Flaps. Excellent Grade.

No.	Size	No. in a Box	Weight
6 1/2	3 1/2 x 6 1/2	500	20
10	4 1/2 x 9 1/2	500	20
Bt'd	3 1/2 x 7 1/2	500	20

## WINDOW ENVELOPES.



## WHITE TRANSPARENT WINDOW ENVELOPES.

No.	Size	No. in a Box	Weight
6 1/2	3 1/2 x 6 1/2	500	20
9	3 1/2 x 8 1/2	500	20
10	4 1/2 x 9 1/2	500	20

## CATALOG ENVELOPES.



## KRAFT CATALOG ENVELOPES.

Unglazed. Gummed Flaps.

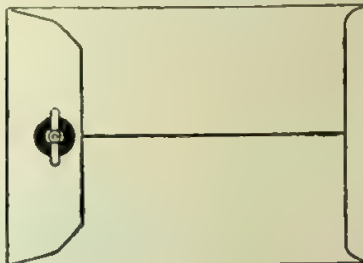
Size	No. in a Box	Weight
4 x 6 3/4	500	16
5 x 7 1/2	500	16
5 1/2 x 7 1/2	500	16
6 x 9	500	16
6 1/2 x 9 1/2	500	16
6 1/2 x 9 1/2	500	20
7 x 10 1/2	500	16
7 x 10 1/2	500	20
9 x 12	500	20

## MANILA CATALOG ENVELOPES.

Gummed Flaps. Good Grade.

Size	No. in a Box	Weight
4 1/2 x 6 1/2	500	20
5 1/2 x 7 1/2	500	20
6 x 9	500	20
6 1/2 x 9 1/2	500	20
6 1/2 x 9 1/2	500	28
7 1/2 x 10 1/2	500	20
7 1/2 x 10 1/2	500	28
8 1/2 x 11 1/2	500	28
9 x 12	500	28

## KARLTON KLASP ENVELOPES.



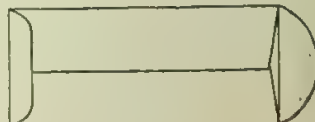
## DOUBLE PRONG FASTENERS.

32-lb. weight. High Plate Finish. Very strong Kraft stock. Light brown color. Flap is also gummed for use with first class mail.

Sizes.	
3 1/2 x 6	6 1/2 x 9 1/2
4 1/2 x 6 1/2	7 x 10
5 x 7 1/2	7 1/2 x 10 1/2
5 1/2 x 8 1/2	8 1/2 x 11 1/2
4 1/2 x 10 1/2	* 9 x 12
6 x 9	* 9 1/2 x 12 1/2
	* 10 x 13

All packed 1/2 M to box except sizes marked \* packed 1/4 M to box.

## POLICY ENVELOPES.



## MANILA POLICY ENVELOPES.

Gummed Flaps. Open End.

No.	Size	No. in a Box	Weight
10	4 1/2 x 9 1/2	500	28
10	4 1/2 x 9 1/2	250	40
11	4 1/2 x 10 3/8	250	40
12	4 1/2 x 10 3/8	250	40
14	5 x 11 3/4	500	32
14	5 x 11 3/4	250	40

## WHITE POLICY ENVELOPES.

No.	Size	No. in a Box	Weight
10	4 1/2 x 9 1/2	500	32
11	4 1/2 x 10 3/8	500	32
12	4 1/2 x 10 3/8	500	32

## COIN ENVELOPES.

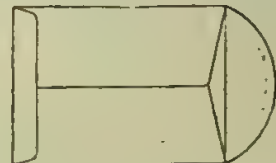


## COIN OPEN END ENVELOPES.

Manila Paper. Gummed Flap.

Size	No. in a Box	Weight
2 1/2 x 4 1/2	500	28
2 1/2 x 4 1/2	500	28
3 x 4 1/2	500	28
3 x 4 1/2	500	28
2 1/2 x 5 1/2	500	20
2 1/2 x 5 1/2	500	28

## PHOTOGRAPH ENVELOPES.



Gummed Flaps. Open End.

Stock	Size	No. in a Box	Weight
White	5 1/2 x 7 1/2	500	24
Manila	5 1/2 x 7 1/2	500	20
Kraft	5 1/2 x 7 1/2	500	16

## CLOTH LINED ENVELOPES.



For mailing valuable or heavy papers. Envelope paper lined with cloth. Gummed Flaps. Carried in Blue and White colors.

No.	Size	No. in a Box
9	3 1/2 x 3 1/2	100
10	4 1/2 x 9 1/2	100
11	4 1/2 x 10 1/2	100
12	4 1/2 x 11	100
14	5 x 11 1/2	100

## VISITING CARD ENVELOPES.



Made of excellent, white, vellum finish paper. Pointed Flaps.

Color	Size	No. in a Box
White	1 1/2 x 3 1/4	135
White	2 1/4 x 3 1/4	125
White	2 1/2 x 3 1/4	125
White	2 3/4 x 3 1/4	125

## PRINTED ENVELOPES.

Every business concern uses printed envelopes and we are in a position to print them in any quantity, large or small. You can select an envelope from this list and we will quote you a price on it with your corner card or you can send us a sample of the envelope you are now using and we will quote on it.

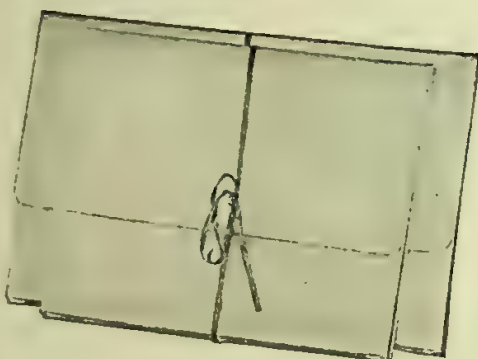
It is a serious mistake to cut down on the quality of your envelope in order to cut the cost, and then have the envelope break open or tear in the mail. Select a good quality envelope for your business correspondence.

## MISCELLANEOUS ENVELOPES.

## MANILA VERTICAL ENVELOPES.

These large envelopes are convenient for unfolded letters, contracts, briefs, etc., and are a very convenient size to be placed in letter or capsize Vertical Files.

Also extensively used for plans, drawings, photographs and specifications.



## WITHOUT TAPE—FLAT.

Packed 100 in a Box.

No.	Dimensions	Shipping Wt. Per 1000
1111—Manila	9 1/2 x 11 3/4	80 lbs.
1112—Manila	9 1/2 x 15	95 lbs.
1121—Jute	9 1/2 x 11 3/4	107 lbs.
1122—Jute	9 1/2 x 15	137 lbs.

## WITH TAPE FASTENING AND 1 1/2-IN. EXPANSION.

Packed 50 in a Box.

No.	Dimensions	Shipping Wt. Per 1000
1131—Jute	9 1/2 x 11 3/4	150 lbs.
1132—Jute	9 1/2 x 15	175 lbs.

## MANILA REVERSIBLE ENVELOPES.



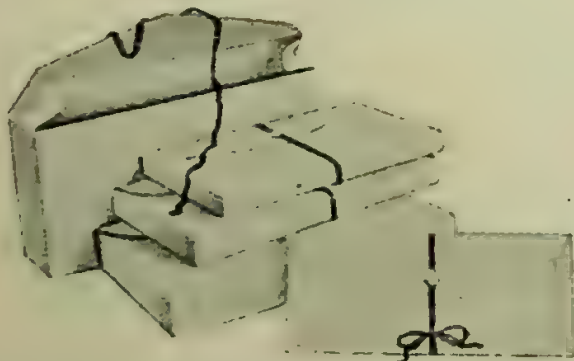
Adjustable to any thickness by means of elastic cords. Made of best quality jute manila with brass eyelets and substantial elastic cord. Most popular document envelope made. Can be supplied in colors subject to delay and at extra cost. Packed 50 in a box.

## Sizes—Regular Style—Plain.

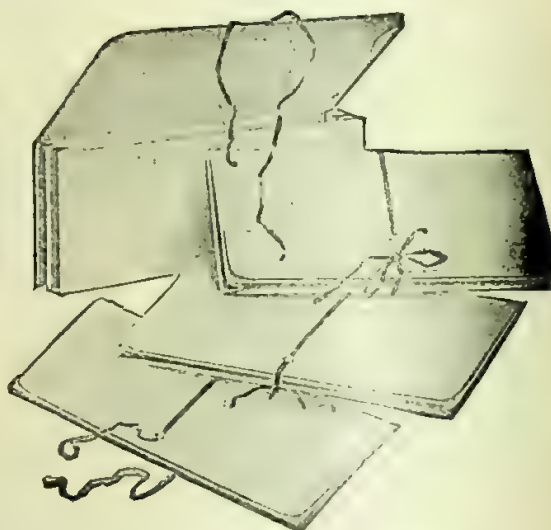
No.	Size, Inches	Shipping Wt. Per 1000
9.	9 x 3 3/4	80 lbs.
10.	9 1/2 x 4	85 lbs.
11.	10 x 4 1/4	95 lbs.
12.	10 3/4 x 4 1/2	110 lbs.

These envelopes can be printed with stock form for Court Purposes. We will be glad to send you samples. When ordering Court Envelopes, please use numbers listed below.

No.	Size, Inches	Shipping Wt. Per 1000
509.	9 x 3 3/4	80 lbs.
510.	9 1/2 x 4	80 lbs.
511.	10 x 4 1/4	100 lbs.
512.	10 3/4 x 4 1/2	110 lbs.



## MANILA CRUSHED ENVELOPES.



Made of best quality jute manila. Pink tape of durable texture secured to flap with Globe brass fastener. Being made of one piece, this envelope has no weak points, and is, therefore, the strongest and best envelope of its kind to be had.

Can be supplied in colors subject to delay and at extra cost.

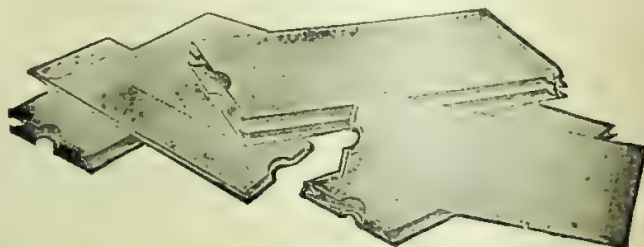
No.	Size, Inches	Expanding Capacity, Inches
10.	9 1/2 x 4	1 1/2 2
11.	10 x 4 1/4	1 1/2 2
12.	10 3/4 x 4 1/2	1 1/2 2

Packed 50 in a Box.

Shipping Weight, per 1000.

1/2-inch, 55 lbs. 1-inch, 60 lbs. 1 1/2-inch, 63 lbs. 2-inch, 65 lbs.

## MANILA LEGAL ENVELOPES.



## Open End.

Made in one piece of best quality jute manila. Have no weak points, and are the strongest and best open end envelopes on the market. Can be supplied in colors, subject to delay and at extra cost.

No.	Size, Inches, Flat	Expanding Capacity, In.
10.	9 1/2 x 4	1 1/2 2
11.	10 x 4 1/4	1 1/2 2
12.	10 3/4 x 4 1/2	1 1/2 2

Flat envelopes packed 100 in a box. Other sizes packed 50 in a box.

Shipping Weights, per 1000.

Flat, 35 lbs. 1/2-inch, 40 lbs. 1-inch, 50 lbs. 1 1/2-inch, 55 lbs. 2-inch, 60 lbs.

## MANILA CONGRESS TIE ENVELOPES.

Made of the best quality jute manila. Pink tape of durable texture secured to the flap with Globe brass fastener. Can be supplied in colors subject to delay and at extra cost. Order by number and thickness. Envelopes one inch thick and under, packed two dozen in a package; over one inch in thickness, one dozen in a package. Flat Envelopes packed 100 in a box.

No.	Size Inches, Flat	Expansions, In.	Capacity
9.	9 x 3 3/4	1 1/2	1 1/2
10.	9 1/2 x 4	1 1/2	1 1/2
11.	10 x 4 1/4	1 1/2	1 1/2
12.	10 3/4 x 4 1/2	1 1/2	1 1/2

Shipping Weights per 1000.

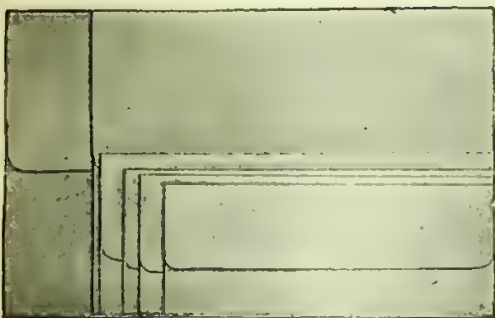
Flat, 30 lbs. 1/2-inch, 60 lbs. 1-inch, 70 lbs. 1 1/2-inch, 100 lbs. 2-inch, 110 lbs.

## MISCELLANEOUS ENVELOPES.

## FAVORITE FLAT DOCUMENT ENVELOPES.

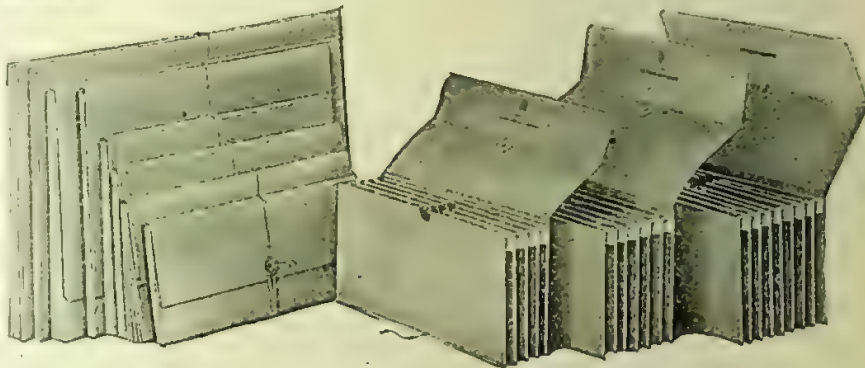
These envelopes are made of "Leathered" paper stock that "Wears like Parchment". The flaps are not gummed. These envelopes are splendid for filing purposes, either desk or filing cabinet and for carrying or storing documents of any kind. Carried in six convenient sizes. Packed, 100 to a box.

No.	Size, Inches
10-F.	4 x 9 1/2
11-F.	4 1/4 x 10 1/4
12-F.	4 1/2 x 11
14-F.	5 x 11 1/2
19-F.	9 1/2 x 11 1/4
21-F.	9 1/2 x 14 3/4



## FAVORITE EXPANDING DOCUMENT ENVELOPES.

These envelopes are made of Red "Leathered" paper that "Wears like Parchment". They are designed for filing, storing or carrying thick documents. They are made with a long flap and with tapes for tying. The flaps are scored so that they will cover contents when envelope is filled to its capacity. The gussets are reinforced with cloth strips. They are also the front and back. Carried in fourteen sizes in three different capacities.



Regular Expansion 1 1/4-Inch Two Gussets		
No.	Size	
9-2	3 3/8 x 8 3/4	
10-2	4 x 9 1/2	
11-2	4 1/4 x 10 1/4	
12-2	4 1/2 x 11	
14-2	5 x 11 1/2	
15-2	5 x 11	
16-2	5 x 12	
17-2	6 x 11	
18-2	7 x 11	
19-2	9 1/2 x 11 3/4	
20-2	9 x 14	
21-2	9 1/2 x 14 3/4	
22-2	10 x 15	
23-2	10 x 16	

Packed  
50 to a Box

Double Expansion  
3 1/4-Inch  
Four Gussets

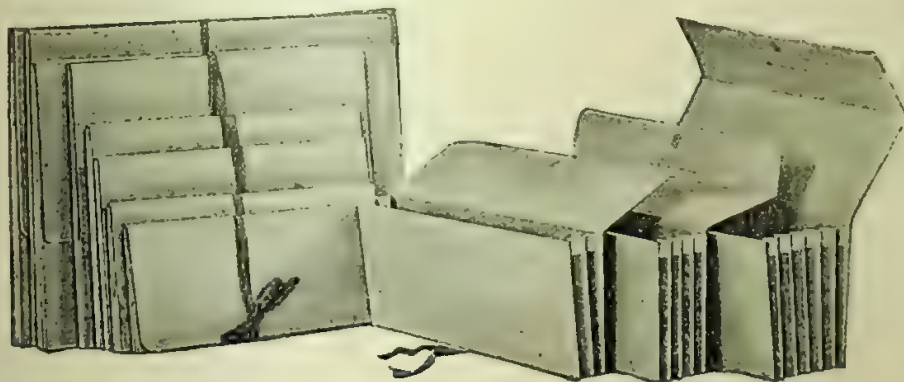
No.	Size
9-4	3 3/8 x 8 3/4
10-4	4 x 9 1/2
11-4	4 1/4 x 10 1/4
12-4	4 1/2 x 11
14-4	5 x 11 1/2
15-4	5 x 11
16-4	5 x 12
17-4	6 x 11
18-4	7 x 11
19-4	9 1/2 x 11 3/4
20-4	9 x 14
21-4	9 1/2 x 14 3/4
22-4	10 x 15
23-4	10 x 16

Packed  
25 to a Box

Triple Expansion  
5 1/4-Inch  
Six Gussets

No.	Size
9-6	3 3/8 x 8 3/4
10-6	4 x 9 1/2
11-6	4 1/4 x 10 1/4
12-6	4 1/2 x 11
14-6	5 x 11 1/2
15-6	5 x 11
16-6	5 x 12
17-6	6 x 11
18-6	7 x 11
19-6	9 1/2 x 11 3/4
20-6	9 x 14
21-6	9 1/2 x 14 3/4
22-6	10 x 15
23-6	10 x 16

Packed  
25 to a Box

FAVORITE RED DWARF  
POCKET WALLETS.

These Wallets are made with four, six and eight pockets and in fourteen sizes. They are made with thumb-cut partitions and with gussets reinforced with cloth strip. They have long flaps which cover the contents when the envelopes are expanded to the limit and have button and tape tie.

They are made of Red "Leathered" paper stock which "Wears like Parchment".

Four Pocket Wallets 3 1/2-inch Expansion		
No.	Size	
9-4	3 3/8 x 8 3/4	
10-4	4 x 9 1/2	
11-4	4 1/4 x 10 1/4	
12-4	4 1/2 x 11	
14-4	5 x 11 1/2	
15-4	5 x 11	
16-4	5 x 12	
17-4	6 x 11	
18-4	7 x 11	
19-4	9 1/2 x 11 3/4	
20-4	9 x 14	
21-4	9 1/2 x 14 3/4	
22-4	10 x 15	
23-4	10 x 16	

Packed  
1 Doz. to the Box

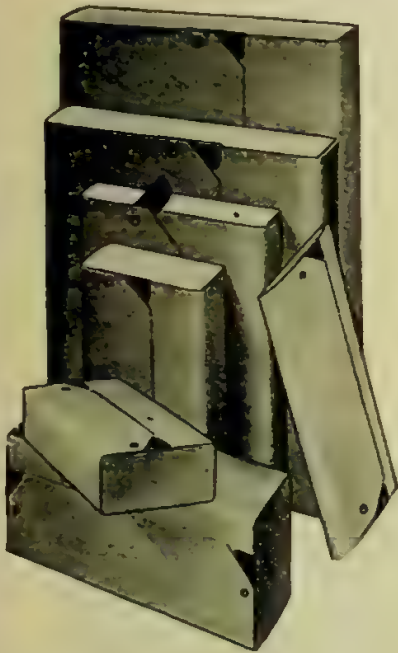
Six Pocket Wallets 5 1/4-inch Expansion		
No.	Size	
9-6	3 3/8 x 8 3/4	
10-6	4 x 9 1/2	
11-6	4 1/4 x 10 1/4	
12-6	4 1/2 x 11	
14-6	5 x 11 1/2	
15-6	5 x 11	
16-6	5 x 12	
17-6	6 x 11	
18-6	7 x 11	
19-6	9 1/2 x 11 3/4	
20-6	9 x 14	
21-6	9 1/2 x 14 3/4	
22-6	10 x 15	
23-6	10 x 16	

Packed  
1 Doz. to the Box

Eight Pocket Wallets 7-inch Expansion		
No.	Size	
9-8	3 3/8 x 8 3/4	
10-8	4 x 9 1/2	
11-8	4 1/4 x 10 1/4	
12-8	4 1/2 x 11	
14-8	5 x 11 1/2	
15-8	5 x 11	
16-8	5 x 12	
17-8	6 x 11	
18-8	7 x 11	
19-8	9 1/2 x 11 3/4	
20-8	9 x 14	
21-8	9 1/2 x 14 3/4	
22-8	10 x 15	
23-8	10 x 16	

Packed  
1 Doz. to the Box

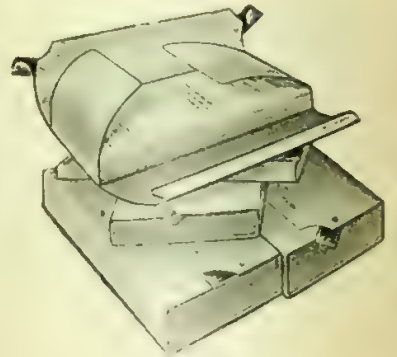
## SMEAD BANDLESS FILING ENVELOPES.



There is great satisfaction in using the Smead Bandless Filing Envelopes. Papers can be quickly removed or returned and always remain in perfect order. These Bandless Envelopes are made of the toughest Manila stock of the best quality and with a splendid writing surface.

The closing device securely fastens the envelope into shape and is always out of the way when removing or inserting papers. These envelopes slip into your cabinet with the greatest ease and are easily removed. They are easy to adjust and are very expansive.

With Smead Bandless Filing Envelopes, there are no rubber bands to rot, nor strings to break, no tapes to tie and no hooks to catch. They eliminate annoyance and keep



the documents spick and span. Every envelope is guaranteed. These envelopes are carried in eight different sizes and in two capacities. They are carried in a natural Manila color and in red, blue, green, yellow and leatherene. The colored envelopes are slightly higher in price than the natural Manila color.

A list of several forms are shown on this page with which these envelopes can be printed. These are only a few of the most popular forms and there are others which can be used. Any special form that you desire can be printed. We will be glad to send you a booklet showing the stock forms for printing these envelopes. These envelopes can be printed with stock forms at a small additional cost and with special forms at a reasonable cost.

## STOCK SIZES.

Natural Manila Color.

Dimensions, Inches		10	50	100
Size				
1	9 x 4			
2	9 1/2 x 4			
3	10 x 4 1/2			
4	10 1/2 x 4 1/2			
5	11 x 5			
6	10 1/2 x 6			
7	12 x 8			
8	15 x 9			

Above eight sizes expand up to 2 inches only.

D1	9 x 4	
D2	9 1/2 x 4	
D3	10 x 4 1/2	

Above three sizes expand from 2 to 4 inches and cannot be used until package is 2 inches thick or over.

In Colors of Red, Blue, Green, Yellow and Leatherene the prices are a little higher.



Form No. 25

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

1

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Form No. 26

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

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9

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11

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14

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18

19

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Form No. 27

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

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9

10

11

12

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14

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18

19

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Form No. 33

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

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Form No. 50

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

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Form No. 75

PAPERS BELONGING TO

NAME OF

ADDRESS OF

CITY OF

STATE OF

MEMORANDUM OF PAPERS FILED

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10

11

12

13

14

15

16

17

18

19

20

## ENGRAVED BUSINESS STATIONERY.

Engraved Business Stationery carries a dignity and creates an impression that is of great and lasting benefit to any business.

No business man can afford to send a letter or present a card that does not create a favorable impression. Engraved Stationery and Cards are acknowledged as the correct and most desirable forms.

**Mr. Oliver Thomas Shepherd**

132

**Mrs. Frank Bradley Cross**

54

**MR. GEORGE BELL WALTERS**

38

**MR. WILLIAM CHASE BROWNING**

82

**Mr. George Brunner Donovan**

24

**MR. JOHN ALBERT BRACKTON**

**THOMAS DUNSMIR GRAHAM, M.D.**

**Alexander Hamilton Litchfield**

**MR. HOWARD J. STEINWALL**

**MR. JOSEPH WASHINGTON LUCAS**

**Mrs. Hanson E. Mason**

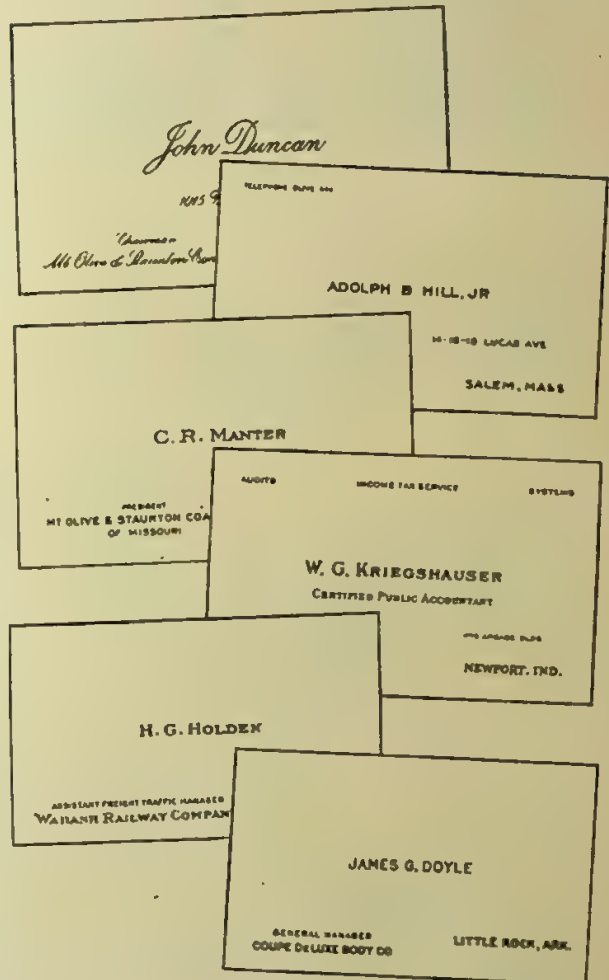
66

**MR. ROBERT JAMES PEABODY**

67

**Mr. Henry Phillip Clover**

75



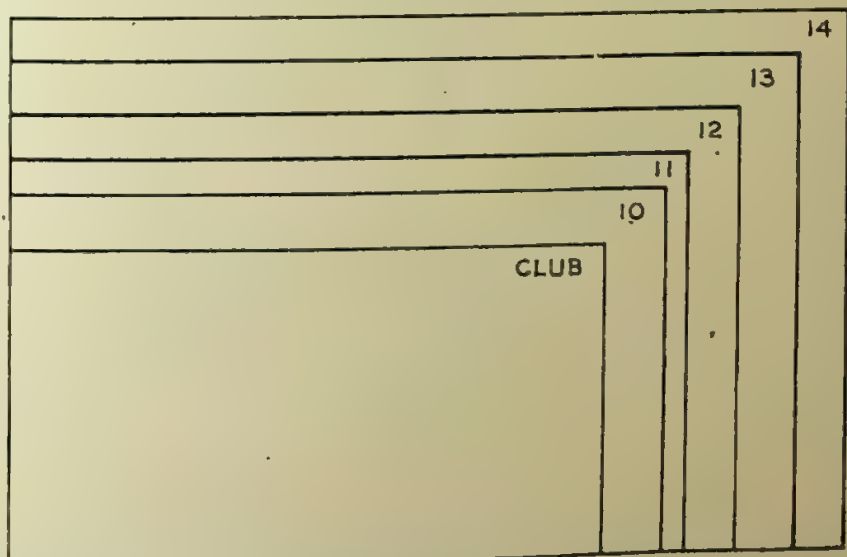
*Correct Styles of Engraving for Business Use*

*Distinctive styles of Engraved Business Cards*

It is not possible to give any adequate information on this important subject in a catalog. We are showing a few styles of correct engraving for business purposes and a few styles of distinctive business cards. These are offered only as suggestions and we will be pleased to have you write to us for samples of engraved cards and stationery, which will show beauty and effectiveness for business uses.

To the right is a scale of actual sizes of Cards for business purposes. The Club size is used generally for personal cards only. Size 10 can be used for personal, professional or small size of business cards. Nos. 11, 12, 13 & 14 are correct for professional or business cards and are used according to the amount of copy to be engraved.

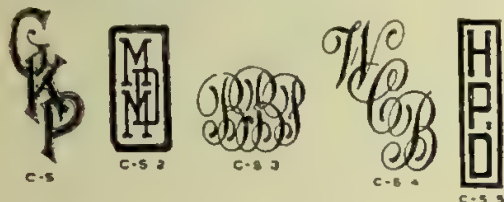
*We Engrave Wedding Invitations, Announcements and Society Work of all kinds. We will be glad to send samples and prices of Engraving for any purpose.*



## ARTISTIC STATIONERY ENGRAVING

## Steel Die Engraved Monogram Suggestions

In selecting a style for your monogram try to choose one in which your particular combination will look well. Not all combinations are suitable for all styles.



1004 North Main Street

C-S 14

99 LAKE SHORE DRIVE

C-S 15

The above specimens merely illustrate the style of the dies, but do not do justice to the work, as the effect can only be seen on the papers when they are embossed in colors or bronzes.

## Prices on Stationery

(Engraving of Special Die is Extra.)

An artistic box of embossed stationery always gives the keenest pleasure to the recipient. Is there not someone to whom you would like to make such a gift?

Highland Linen, exceptionally fine paper, including embossing of monogram on note sheets in gold bronze or any color:

2 qr. box, 48 sheets and envelopes.....\$  
5 qr. box, 120 sheets and envelopes.....\$  
10 qr. box, 240 sheets and envelopes.....\$

Highland Linen is carried in White, Chamois, Gray, Blue and Pink. Correspondence Cards are carried in the same colors, and cost the same as the note paper.

A most complete line of note papers showing the latest finishes and tints, also catalogue of numerous other monogram dies, address dies and coat of arms may be seen at the store.

*Mr. and Mrs. Emil Teitgen*

*announce the marriage of their daughter*

*Blanche*  
*to*

*Mr. Joseph V. Allen*

*on Tuesday, the twenty-first of November*

*One thousand nine hundred and twenty-two*

*in the City of Los Angeles*

## Latest Styles for Visiting Cards and Prices

Price includes engraved card plate, name only, and 100 cards from plate. In ordering, always mention the prefix letters as K-1 or K-4.

STYLE NO.

- K 0 Mrs. Frank Bradley Gross  
K 1 Mrs. Frank Bradley Gross  
K 3 Mrs. Frank Bradley Gross  
K 4 Mrs. Frank Bradley Gross  
K 5 Mrs. Frank Bradley Gross  
K 6 Mrs. Frank Bradley Gross  
K 7 MRS. FRANK BRADLEY GROSS  
K 9 Mrs. Frank Bradley Gross  
K 10 MRS FRANK BRADLEY GROSS  
K 11 MRS. FRANK BRADLEY GROSS  
K 12 MRS. FRANK BRADLEY GROSS  
K 14 MRS. FRANK BRADLEY GROSS  
K 16 Mrs. Frank Bradley Gross  
K 17 Mrs Frank Bradley Gross.  
K 18 Mrs Frank Bradley Gross  
K 19 Miss Adeline Gross.  
K 20 Rev. Frank Bradley Gross

The latest Panelled Cards.....Per 100 additional \$  
Mourning Bordered Cards.....Per 100 additional \$  
All orders will be printed on sizes now prevailing.

## Re-Orders

Per 100  
Cards printed from plate.....\$  
Panelled Cards, printed from plate.....\$  
Mourning Bordered Cards.....\$  
Card Envelopes.....\$  
Mourning Bordered Envelopes.....\$  
On orders of 50 with title or address, and 50 name only, an extra charge is made.

If the plate sent in is smaller than the cards ordered (being an overedge), an additional charge is made.

On omissions, as "Mr. and" or an address very close to the balance of the engraving, an additional charge is made. Erasures on Visiting Card Plates can be made at an additional cost.

If your plates are left in our care, we register them in your name, and protect them from injury in our safe for future orders; this also makes it convenient to place your future orders for cards by telephone or mail.

## Points to Remember

The correct form for Visiting Cards is to spell out the name in full, except in the case of the eldest daughter, whose cards read simply "Miss" with her surname. The husband's and wife's cards should be in the same style of engraving, although the cards vary in size.

When cards for "Mr." and "Mrs." are ordered, the proper form is to use the same style cards for both, either Panelled or Plain.

Send plainly written copy (typewritten if possible). We always follow copy, so if the prefixes "Mr.," "Mrs.," or "Miss" are wanted, be sure to mention same.

## Wedding Stationery

We represent one of the most exclusive engraving houses, and if entrusted with the execution of your order, you can rest assured that it will be given our personal attention.

Samples of the prevailing styles and latest forms will be cheerfully submitted.

On the latest Panelled Wedding Note sheet, 5 1/2 x 7 1/4, including engraving, printing, folding with tissue and inserting in inner envelopes (two envelopes to set):

	Script Style as K10-20	Solid Style as K10-18	Shaded Style as K0-6
7-line Announcement form.....	\$	\$	\$
10-line Announcement form.....	\$	\$	\$
10-line Invitation form.....	\$	\$	\$
3-line Enclosure Cards.....	\$	\$	\$
Additional lines, each.....	\$	\$	\$
Additional sets.....	\$	\$	\$
Additional Enclosure Cards.....	\$	\$	\$

We are able to quote attractive mill prices on large envelope orders

WETUMKA, OKLA. 192 No.

THE NATIONAL BANK OF COMMERCE

86-356

PAY TO THE ORDER OF

Nowata, Oklahoma, 192 No. 86-135  
THE FIRST NATIONAL BANK OF NOWATA  
Pay to the order of \$ Dollars

AURORA, MISSOURI, 192 No.



THE PEOPLES BANK

PAY TO THE ORDER OF

JOPLIN, MO., 192 No. 80-36  
MINERS BANK OF JOPLIN



SKIATOOK, OKLA., 192 No.

First National

PAY TO THE ORDER OF

PAWHUSKA, OKLAHOMA, 192 No. 86-1107  
LIBERTY NATIONAL BANK



BRISTOW, OKLA. 192 No.

THE FIRST NATIONAL BANK 86-277

PAY TO THE ORDER OF

\$ DOLLARS

*Drumwright, Oklahoma*  
*after date, for value received, I promise to pay to the order of*  
*to, Bank of Drumwright, Oklahoma*

*Dollars*  
*one per cent per annum after maturity. The principals order*  
*sent and demand of payment, notice of non-payment,*  
*on this note to be paid annually, and if not paid*  
*is not paid when due and is given to an offer*  
*severally agree to pay in addition to the*  
*as attorney's fees.*

*Bristow, Okla.*

*after date, naming place for value received*

*The First National Bank*

*at the office of said bank. This note is negotiable and payable without defalc*  
*per annum, payable annually from maturity until paid.*  
*The drawer endorses same and agrees severally and jointly to*  
*pay, and to defend and discharge in expending payment of this note, and ag*  
*them or their heirs and assigns without affecting their liability as*  
*as agree to pay \$*  
*attorney's f*

AMERICAN NATIONAL BANK 86-357  
 OF WETUMKA, OKLAHOMA

No. 192  
 WETUMKA, OKLA.

**LIBERTY NATIONAL BANK**  
 OF PAWHUSKA, OKLAHOMA  
 PAWHUSKA, OKLAHOMA



JOPLIN, Mo.,

**JOPLIN NATION**

PAY TO

UNITED STATES

NOT SUBJECT TO CHECK  
 DEPOSIT

*This Certifies that*

*payable to the order of*  
*on the return of this*  
*this Bank*

# JUNGE BAKING COMPANY

WHOLESALE BAKERS

No. B

JOPLIN, Mo. 192

\$

Bartlesville, Okla.

The Empire Companies

192

No.

NG CO.

Order of PAYROLL  
VICES RENDERED TO

Voucher No. Entered by Checked by

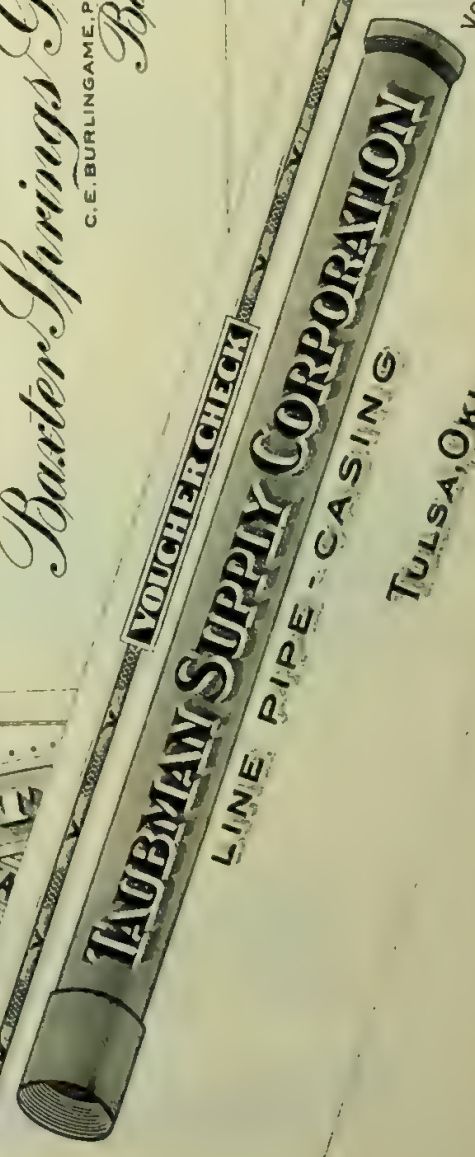
Barter Springs Gas Company  
C.E. BURLINGAME, PRESIDENT  
Bartlesville, Okla.

\$

Barter Springs Gas Company

PRESIDENT

CHECK NO.  
VOUCHER NO.



TULSA, OKLA.



Pay to the order of

OFFICE OF  
COUNTY

A NEATLY DESIGNED LITHOGRAPHED LETTER HEADING IS AN ASSET TO ANY CONCERN. THE SPECIMEN  
BELOW SHOULD CONVINCE YOU THAT SUCH WORK CAN BE SAFELY ENTRUSTED WITH US

**Joplin Globe**

EVERY MORNING  
EXCEPT MONDAY

DOUBLE CIRCULATION  
AND DOUBLE RESULTS  
- AT ONE COST

**JOPLIN NEWS HERALD**

EVERY EVENING  
EXCEPT SUNDAY

*The Joplin Globe Publishing Company*

Joplin, Missouri



**PENNINGTON DRUG COMPANY**

**WHOLESALE DRUGGISTS**

INCORPORATED \$ 250,000.00

512-514-516-518 VIRGINIA AVE.

**JOPLIN, MISSOURI**



SECURITIES DEPARTMENT

**HENRY L. DOHERTY & COMPANY**

SIXTY WALL STREET

**NEW YORK**



213 WEST FOURTH ST.

J. W. SLOAN, PRES.  
E. A. SHAW, VICE PRES.  
S. E. SAVAGE, SEC.



**INTERNATIONAL SUPPLY COMPANY**

GENERAL OFFICE AND WORKS

**TULSA, OKLA.**

ADDRESS ALL COMMUNICATIONS TO THE COMPANY

REFER YOUR ANSWER TO

DOW MOORE, PRESIDENT AND GENERAL MANAGER  
FRANK CHILDRESS, VICE PRESIDENT

C. L. POWELL, SECRETARY AND SALES MANAGER  
E. H. LANIER, TREASURER

**THE GALENA WHOLESALE GROCER CO.**

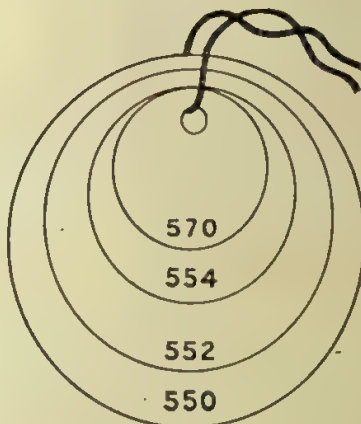
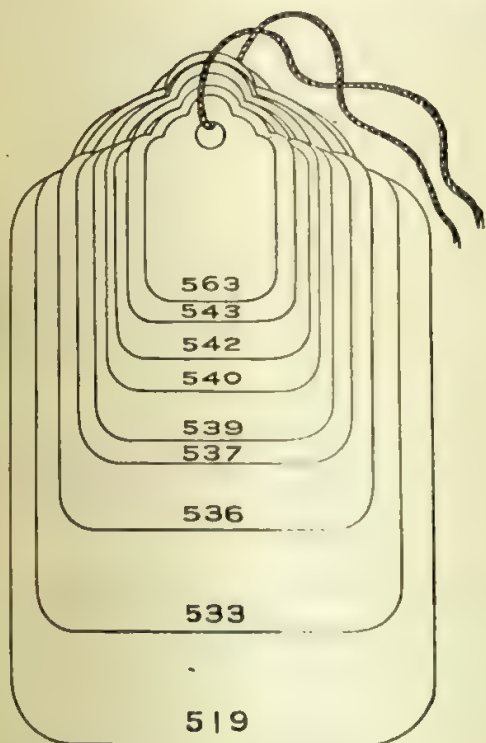
PAID UP CAPITAL \$100,000.00

**GALENA, KANSAS**

SAMPLE OF 24 LB. ORIOLE LINEN BOND

# MERCHANDISE MARKING TAGS.

The colored tags listed below are the same sizes as the white, the first number being "3" instead of "5". Thus No. 319 is same size as No. 519, but is colored instead of white. Be sure to mention color as well as number on items beginning with "3".



## WHITE.

Regular Quality. Thick strong white stock, white strings. In packages of 1000.

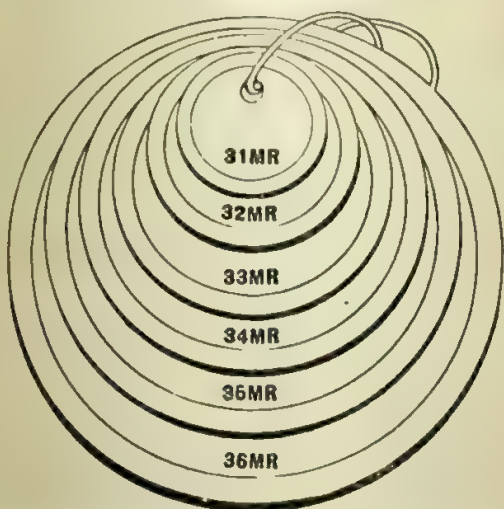
No.	Per 1000	Per 100	No.	Per 1000	Per 100
519.....	\$	\$	550.....	\$	\$
533.....			552.....		
536.....			554.....		
537.....			563.....		
539.....			570.....		
540.....			572.....		
542.....			575.....		
543.....			576.....		

## COLORED.

Regular Quality. Come in Green, Red and Yellow with strings to match. 1000 in package.

No.	Per 1000	Per 100	No.	Per 1000	Per 100
319.....	\$	\$	350.....	\$	\$
333.....			352.....		
336.....			354.....		
337.....			363.....		
339.....			370.....		
340.....			372.....		
342.....			375.....		
343.....			376.....		

# METAL RIM MERCHANDISE TAGS.



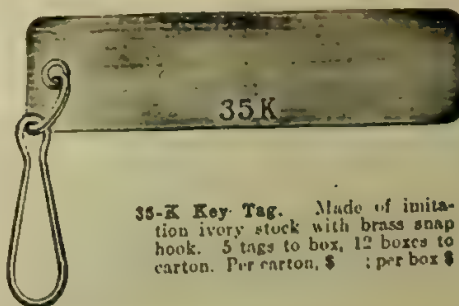
Made from strong, thick stock of good writing surface, bound with bright nickel rims and strung with cotton twine to match color of tag. Made in white, red, green and yellow. Cartons of 500. Packages of 100. Be sure to specify color.

	White		Colored	
	Per 1000	Per 100	Per 1000	Per 100
31MR.....	\$	\$	\$	\$
32MR.....				
33MR.....				
34MR.....				
35MR.....				
36MR.....				

# KEY TAGS.



33-K Key Tag. Tough white stock, nickel metal rim with steel split ring, 6 in box.....Per box \$



35-K Key Tag. Made of imitation ivory stock with brass snap hook. 5 tags to box, 12 boxes to carton. Per carton, \$ ; per box \$

## DENNISON'S GUMMED LABELS.

Per Box, \$ . Per Carton of 12 Boxes, \$ .

No.	Quantity
201.....	50
205.....	75
209.....	100
213.....	100

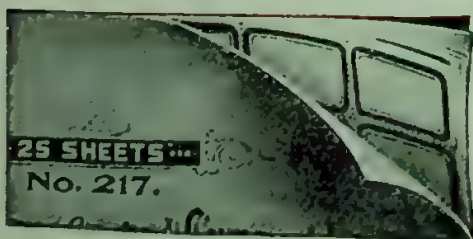
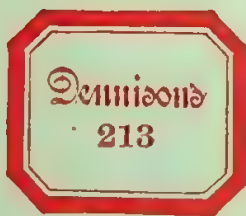
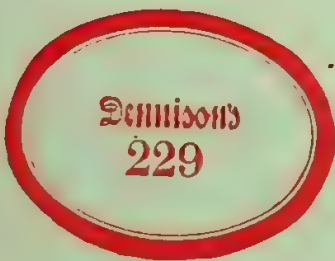
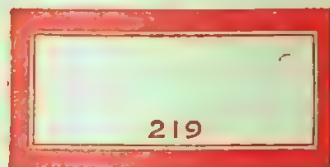
No.	Quantity
217.....	125
219.....	125
223.....	150
225.....	175

No.	Quantity
229.....	75
230.....	200
239.....	150
241.....	175

No.	Quantity
245.....	150
249.....	200
251.....	250
253.....	150

No.	Quantity
254.....	250
259.....	150
261.....	125
269.....	75

Illustrations actual size



## BOOKS OF LABELS.

Price per book \$ .

You may have eight different sizes of Dennison's Gummed Labels in book form, also. These labels come in perforated sheets, gummed, 25 sheets in a book, size about 9x5 inches. Each book is made up of labels of the same size, as follows:

No.	Contains Labels
201.....	225
205.....	300
209.....	500

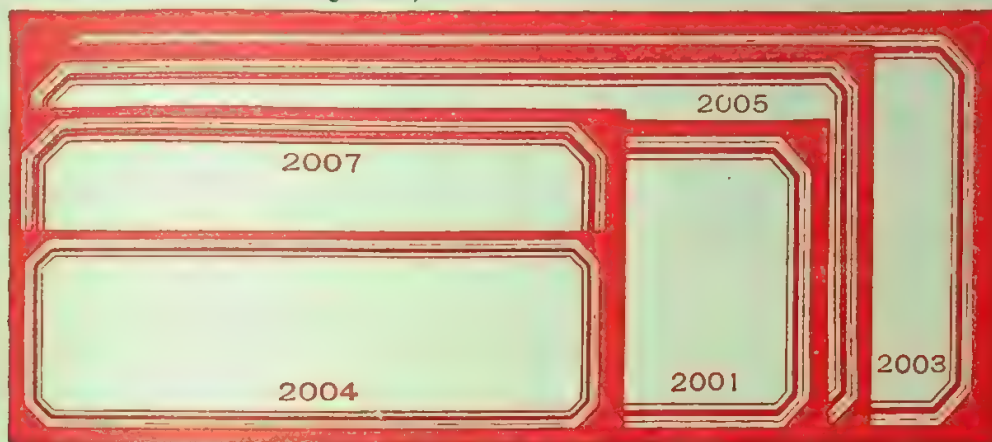
No.	Contains Labels
213.....	750
219.....	750
223.....	1400

No.	Contains Labels
225.....	1575
230.....	1800

Many large corporations buy all their printing from us. There is a reason

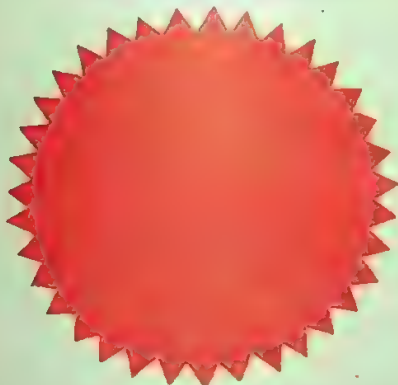
**GUMMED LABELS.**

Large Sizes, with Red and Blue Borders.



Drug stores, hospitals, schools, workshops, offices and homes find these large size gummed labels very convenient. They are very adhesive with excellent writing surface and have bright, attractive borders. Made in seven sizes. 75 labels to a box. 12 boxes to a carton.

Size 1x2 3/4.				Size 1x3 3/4.				Size 2x4 3/4.			
No.	Color	Per Box	Per Carton	No.	Color	Per Box	Per Carton	No.	Color	Per Box	Per Carton
1004.	Blue.....	\$	\$	1002.	Blue.....	\$	\$	1003.	Blue.....	\$	\$
2004.	Red.....			2002.	Red.....			2003.	Red.....		
Size 1 1/2 x 2 3/4.				Size 1 1/4 x 3 3/4.				Size 2 1/2 x 1.			
1007.	Blue.....	\$		1001.	Blue.....	\$	\$	1008.	Blue.....	\$	\$
2007.	Red.....			2001.	Red.....			2008.	Red.....		
				Size 1 1/2 x 1.							
				1005.	Blue.....	\$	\$				
				2005.	Red.....						

**LAWYERS' LEGAL AND NOTARIAL SEALS.**

Strongly gummed for quick and permanent adhesion. Lawyers use these seals on legal papers; schools for diplomas; merchants for sealing boxes, packages and mail.

Sizes A, B, BB and C in red and blue are carried 100 to 150 to box, according to size, and in gold 50 to 100 to box. 12 boxes in a carton.

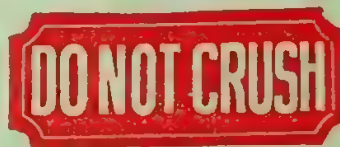
Sizes 21 to 26, inclusive, are carried in red, 75 in a box and gold, 50 in a box. 12 boxes to carton.

No.	Diameter	Red and Blue		Gold	
		Carton	Box	Carton	Box
A.	1 1/2-inch	\$	\$	\$	\$
B.	1 1/4-inch				
BB.	1 1/2-inch				
C.	1 1/4-inch				
21.	1 1/2-inch	\$	\$	\$	\$
22.	1 3/4-inch				
23.	2-inch				
24.	2 1/4-inch				
25.	2 1/2-inch				
26.	2 3/4-inch				

**GUMMED PARCEL LABELS.****11 DIFFERENT KINDS.**

Bright red labels with white lettering, easily read and of value for marking packages with special shipping and caution directions. Clean cut edges, perfect printing, very adhesive. Size 1 1/4 x 3 1/2 inches.

- |     |                                  |
|-----|----------------------------------|
| No. | Reads                            |
| 1.  | "Glass, Handle with Care."       |
| 3.  | "Do Not Crush."                  |
| 4.  | "Prepaid."                       |
| 5.  | "C. O. D. —"                     |
| 6.  | "Handle with Care."              |
| 7.  | "Perishable."                    |
| 9.  | "Rush."                          |
| 18. | "Fragile, Handle with Care."     |
| 20. | "Special Delivery."              |
| 21. | "Parcel Post."                   |
| 26. | "Parcel Post, Special Delivery." |



No. 3



No. 4



No. 5



No. 6

**GUMMED PRICE LABELS IN BOOKS.**

No. 11. Small, well gummed labels, 1/2 x 3/4 inches. Printed borders in gold, prices in blue. 1000 labels of one price in a book. Following carried in stock.

5c	35c	\$1.00	\$3.00	\$7.00
10	39	1.25	3.25	7.50
12 1/2	40	1.50	3.50	8.00
15	50	1.75	4.00	9.00
19	60	2.00	4.50	10.00
20	65	2.25	5.00	Blank
25	75	2.50	6.00	
30	.98	2.75	6.50	

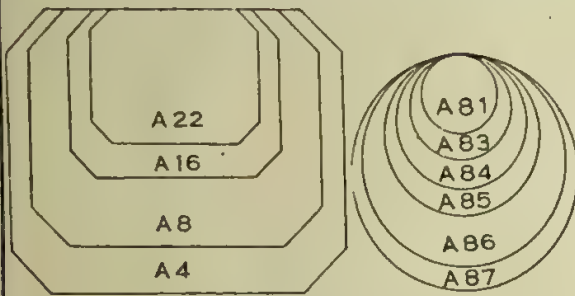
**GUMMED MAILING LABELS****SPECIAL DELIVERY**

These are distinctive and attractive mailing labels, size 1 1/2 x 2 1/4 inches, printed with special instructions for mailing or delivery. Red background with letters and borders embossed in white. Gumming sticks quickly and permanently. Four styles, 50 of one style in a box, 12 boxes in a carton.

- |     |                          |
|-----|--------------------------|
| No. | Reads                    |
| 42. | "Special Delivery."      |
| 43. | "First Class Mail."      |
| 45. | "Fragile, Do not Crush." |
| 46. | "Parcel Post, Insured."  |



## GUMMED LABELS—PLAIN WHITE.



### "A" LINE.

Made of a good quality white paper, with cleanly cut edges and extra heavy gumming. Satisfactory for many classes of merchandise because of the various shapes, sizes and styles in which they are stocked. Useful also in the home for designating the contents of preserve jars, jelly tumblers and other purposes. Graduated sizes in each style. 1000 in a box. 10 boxes in a carton, except those marked \* which have 5 boxes in a carton.

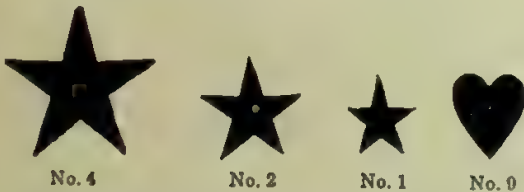
Size	Size
A 4.....1 1/2 x 1 1/2*	A 58.....1 1/4 x 1 1/4*
A 8.....1 1/2 x 1 1/2	A 61.....2 x 1 1/2
A 18.....1 1/2 x 1 1/2*	A 63 Round 1 1/4-inch diam.
A 22.....1 1/2 x 1 1/2	A 65 Round 1-inch diam.*
A 24.....1 1/2 x 1 1/2	A 67 Round 1 1/2-inch diam.
A 32 Oval...1 1/2 x 1 1/2	A 69.....2 1/4 x 1 1/4
A 36 Oval...1 1/2 x 1 1/2	A 80 Round 1 1/2-inch diam.
A 38 Oval...1 1/2 x 1 1/2*	A 81 Round 1 1/2-inch diam.
A 39 Oval...1 1/2 x 1 1/2	A 83 Round 1 1/2-inch diam.
A 40 Oval...1 1/2 x 1 1/2	A 84 Round 1 1/2-inch diam.
A 42 Round. 1 1/2-inch diam.*	A 85 Round 1 1/2-inch diam.
A 48 Oval...1 1/2 x 1 1/2	A 86 Round 1-inch diam.
A 51 Oval...1 1/2 x 1 1/2	A 87 Round 1 1/2-inch diam.*
A 54 Round 1 1/2-inch diam.	A 287 Round 1 1/2-inch diam.*
A 57 Round 1 1/2-inch diam.*	

### GUMMED SIGNAL MARKS.

Used in card indexing, map writing and stock taking. Gold, Red, Blue, Black, Orange, Pink, Green and Silver.

No. 12, 200 of a color to box. 12 boxes to carton.

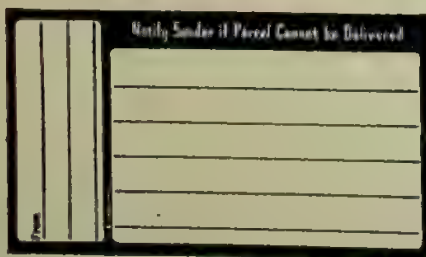
### GUMMED STARS AND HEARTS.



Used to denote merit and attendance in schools, to decorate cards, costumes and banners and for kindergarten work. **Gummed Stars.** No. 1—Gold, Silver, Red, Blue and Green; No. 2—Gold, Silver, Red, Blue, Green, Black and Yellow; No. 4—Gold, Silver, Red, Blue, Green; No. 5—Gold and Silver, 1 1/2-inch; No. 6—Gold and Silver, 1 3/4-inch; No. 7—Gold, Silver, Red, Blue, Green, 1 1/2-inch. 25 to 100 to box, according to size. 12 boxes to carton.

**Gummed Hearts.** Red and Gold; V-202—1 1/2-inch, 50 in a box; V-203—1 1/4-inch, 50 in a box; V-204—1 1/2-inch, 25 in a box; V-205—1 1/4-inch, 20 in a box. 20 boxes in a carton. No. 9, 1/2-inch. 100 in a box, 12 boxes in a carton.

### PARCEL POST LABELS.

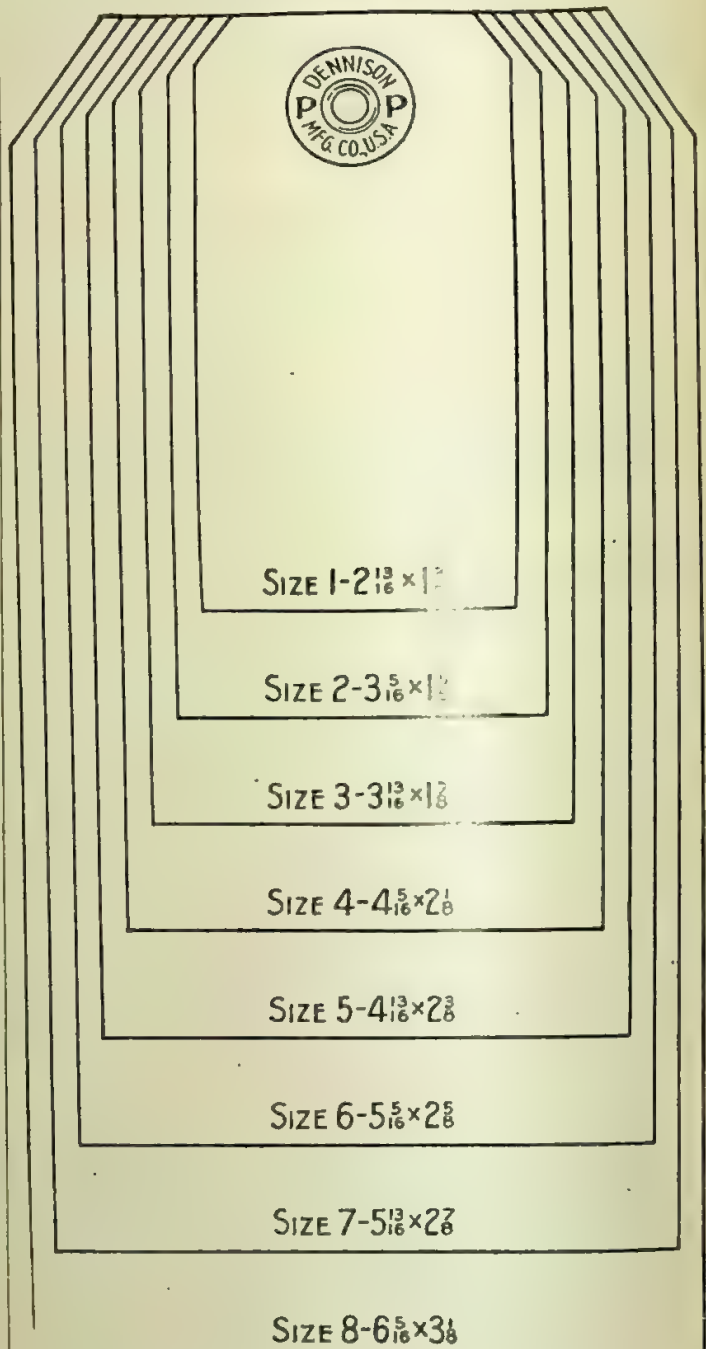


No. 30. Size 4 1/2 x 2 1/2 inches, blue ink on white gum paper, 25 labels to book, 12 books to carton.

No. 31. Size 4 1/2 x 2 1/2 inches, printed in brown ink for Parcel Post, on white gum paper, 25 labels to book, 12 books to carton.

No. 35. Large Address Label, size 5 1/2 x 3 1/4 inches. Heavy Gummed, printed with border and lines in blue. 25 labels in book with blotter. 12 books in carton.

## SHIPPING TAGS.



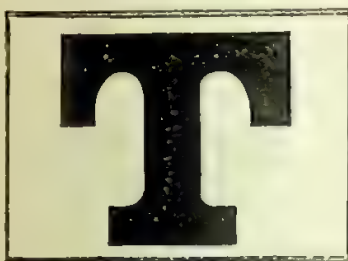
- "K" Quality. Light weight manila stock. Low priced.
- "G" Quality. Fair strength manila stock. A popular, low priced tag.
- "EC" Quality. Heavy manila stock in red, white, green, yellow, blue.
- "P" Quality. All rope, standard quality, reinforced with brass eyelet.
- "PC" Quality. All rope, colored, red, white, green, yellow, blue, reinforced with brass eyelet.
- "C" Quality. Medium cloth, brass eyelet.

### No. 41 "SAFETY POINT" DIAMOND DEADLOCK TAG FASTENER.

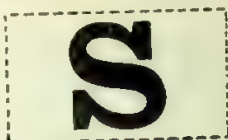


A strong metal fastener for attaching tags to bales and to all burlap covered goods. With smooth points, specially treated, which easily pierce the wrapping, yet cannot tear or scratch anything in contact. 1000 in a box.

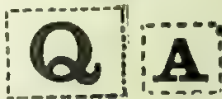
## GUMMED ALPHABETS.



No. 41



No. 31



No. 21



No. 11

Used for file folders, cards and drawers and on index tabs for indexes. Printed in black on strong white gummed paper. Sheets couponed and bound in book form. 12 sheets in a book. 12 books in a carton.

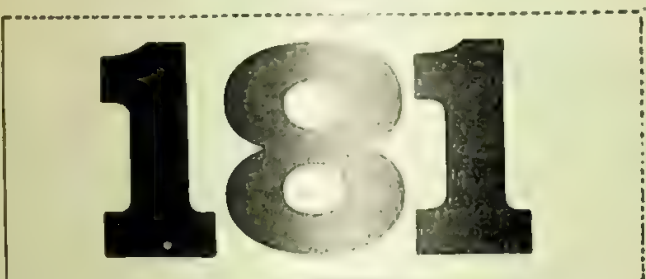
No. 41. 1 Alphabet on a sheet.

No. 31. 2 Alphabets on a sheet.

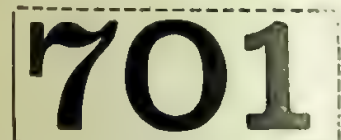
No. 21. 4 Alphabets on a sheet.

No. 11. 6 Alphabets on a sheet.

## GUMMED CONSECUTIVE NUMBERS.



No. 30



No. 30



No. 10



No. 20

These black figures, printed on adhesive white paper, with sheets couponed and bound in book form, are very convenient for numbering such articles as file boxes, drawers, shelves, hooks, books and packages. They are often used in post offices, for mail boxes, halls for chairs and auction sales for articles to be sold.

Four sizes as illustrated.

No. 40. Numbered 1 to 200, 20 on sheet.

No. 30. Numbered 1 to 1000, 50 on sheet.

No. 20. Numbered 1 to 1000, 100 on sheet.

No. 10. Numbered 1 to 1000, 200 on sheet.

## ADHESIVE TRANSPARENT TAPE.



No. 1

No. 2

A transparent paper tape. Excellent for mending torn sheets, drawings, bills, valuable papers and blue prints. "Transparent" tape that is transparent.

No. 1.  $\frac{1}{2}$ -inch wide, 4 yards on spool, equipped with handy cutting device.

No. 2.  $\frac{1}{2}$ -inch wide, 12 yards on spool, equipped with handy cutting device.

No. 12. 50 yards transparent tape, 1 inch wide, in slotted box, with handy cutting device.

## GUMMED CLOTH MENDING TAPE.



Extra strong, well gummed, cloth tape. Used in offices, schools and homes to mend sheets, maps, catalogs and to bind sheets and books. 10-yard rolls in slotted boxes.

No. 3. White Cloth,  $\frac{1}{2}$ -inch wide.

No. 4. Black Cloth,  $\frac{1}{2}$ -inch wide.

No. 5. White Cloth,  $\frac{1}{4}$ -inch wide.

No. 6. Transparent Cloth,  $1\frac{1}{4}$  inches wide.

No. 8. Black Cloth,  $1\frac{1}{4}$  inches wide.

No. 9. Gray Cloth,  $\frac{1}{2}$ -inch wide.

No. 10. White Cloth, 2 inches wide.

No. 15. Black Cloth, 2 inches wide.

## DUPLICATE CHECKS.

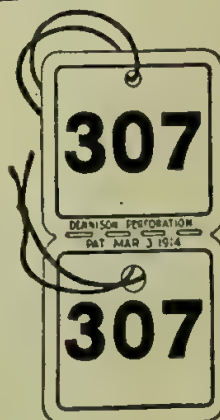


No. 21

For checking coats, hats, umbrellas and parcels. Also used as claim checks for baggage and automobiles.

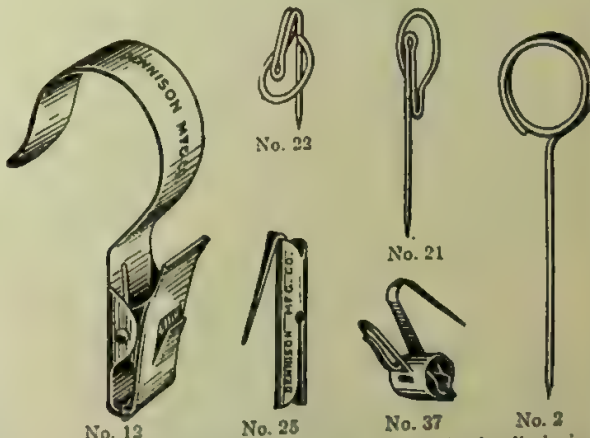
No. 24. For coat room use. Made from medium weight white or green stock. Perforated through center. Numbered in duplicate, from 1 to 800. Boxed in sets of 100.

No. 26. For garments or parcels. Tough stock in white and green. Numbered in duplicate and perforated through center. Checks can be used over and over. Numbered 1 to 500. Boxed in sets of 100.



No. 26

## CARD HOLDERS.



No. 22

No. 21

No. 13

No. 25

No. 37

No. 2

Handy devices for use with cards and signs, also for displaying small articles of merchandise. Well made, strong and good appearing.

No. 12. With teeth and very strong large hook, slot to hold card. 6 dozen in box.

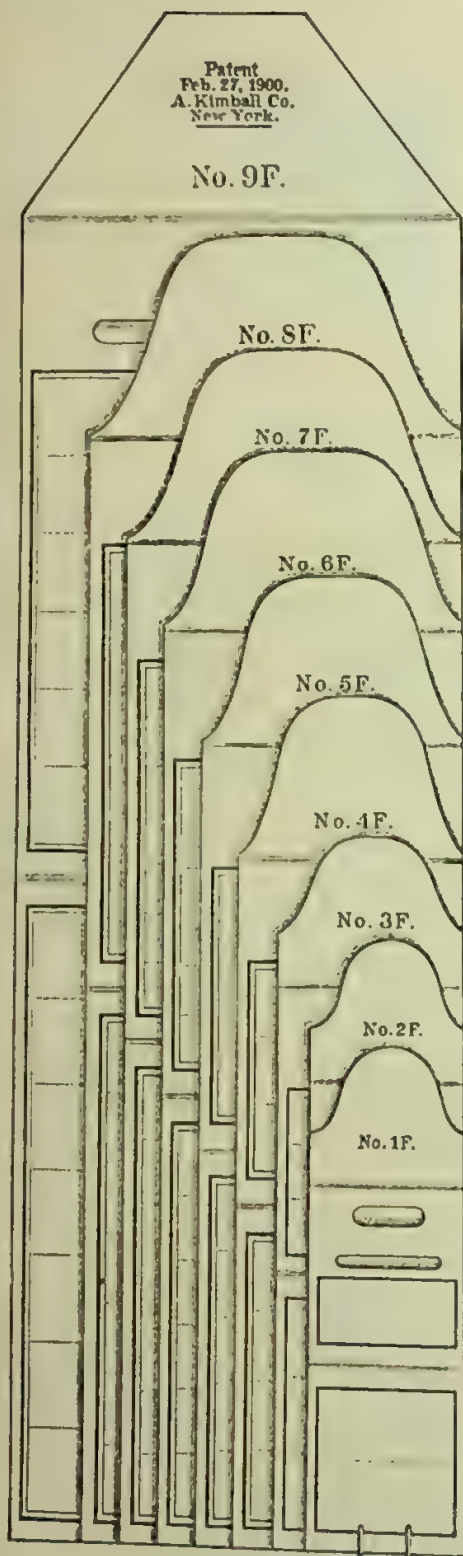
No. 2. Long pin, round double wire top. 100 in a box.

No. 21. Short pin, twisted wire at top. 1 gross in box.

No. 22. Very short pin, strong wire holders. For attaching cards to articles. 1 gross in box.

No. 25. Steel, strong pin to stick in cloth or wood. Notch in bottom to suspend card. 1 gross in box.

No. 37. Steel, clasp without teeth. Card holder and pin at top. 1 gross in box.



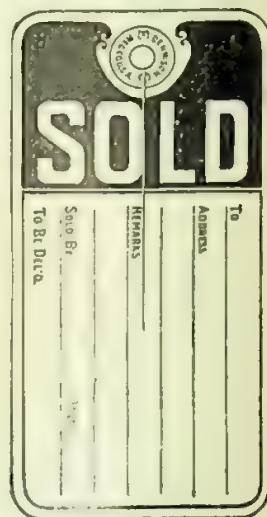
### "EMPIRE FOLDING" PIN TICKETS.

For marking clothing, curtains, rugs, etc. Made of white linen ledger stock. May be folded over merchandise in such a way as to conceal entirely the pin and furnish marking surface on each side. Nine sizes, black borders and lines. Packed 1F to 3F, 1000 in box; 4F to 7F, 500 in box; 8F and 9F, 250 in box.

Size	1000	Size	1000
1F	\$	6F	\$
2F		7F	
3F		8F	
4F		9F	
5F			



No. 126



No. 120

### SPECIAL SALE TAGS.

No. 126. Round cornered, size  $2\frac{1}{2} \times 1\frac{1}{2}$  inches, white stock printed red, strung red cord. 500 in a box.

No. 225. Size  $1\frac{1}{2} \times 1\frac{1}{2}$  inches, oval, white stock printed red ink, strung red cord. 500 in a box.

No. 227. Size  $2 \times 1\frac{1}{2}$  inches, oval yellow stock, printed black ink "SALE PRICE". 500 in a box.

No. 221. Oval, size  $4\frac{1}{4} \times 3\frac{1}{2}$  inches, white stock printed red ink, knife slot. 100 in a box.

No. 226. Size  $2\frac{3}{4} \times 1\frac{1}{2}$  inches, ivory stock, printed blue ink, strung blue cord. 500 in a box.

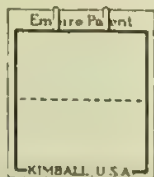
No. 222. Size  $4\frac{1}{4} \times 3\frac{1}{2}$  inches, ivory stock, printed blue, strung blue cord. 100 in a box.

### SOLD TAGS.

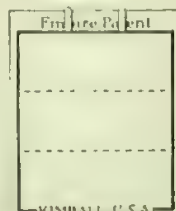
No. 120. Red stock, size  $4\frac{1}{2} \times 2\frac{3}{4}$  inches patched, 4 round corners, printed black ink with word SOLD showing in red. Knife slot  $3\frac{1}{2}$  inches long extending downward from patch. Boxed in 500's.

No. 220. Oval tag, size  $4\frac{1}{4} \times 3\frac{1}{2}$  inches, yellow stock printed black with word SOLD showing in yellow. Knife slot  $3\frac{1}{2}$  inches long extending downward from patch. Boxed in 500's.

### EMPIRE PIN TICKETS.



SIZE D



SIZE F

Popular for use on fabrics, clothing, art work and similar merchandise. Easily attached and neat in appearance. Made of good stock printed in blue. Packed in boxes of 1000 of a size.

C  
CC  
CCC  
D

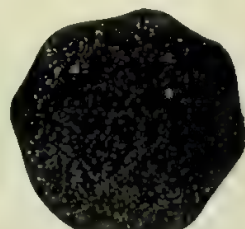
$\frac{1}{2} \times \frac{1}{2}$   
 $\frac{1}{2} \times \frac{1}{2}$   
 $\frac{1}{2} \times \frac{1}{2}$   
 $\frac{1}{2} \times \frac{1}{2}$

Sizes.

E  
F  
DXH

$\frac{1}{2} \times \frac{1}{2}$   
 $\frac{1}{2} \times \frac{1}{2}$   
 $\frac{1}{2} \times \frac{1}{2}$

### ENCLOSURE AND SEALING LABELS.



Enclosure Label. Small embossed gummed label,  $\frac{1}{4}$ -inch in diameter. Red background. Used on business letters as a reminder. 100 in a box. Per box, \$

Sealing Labels. Used on advertising circulars and folders, also on boxes and packages. Strong gumming. 1000 in a box. 5 boxes in carton.

No. 623. Red paper  $1\frac{1}{4}$ -inch diameter.

No. 672. Red paper,  $1\frac{1}{4}$ -inch diameter.

No. 723. Gold paper,  $1\frac{1}{4}$ -inch diameter.

No. 772. Gold paper,  $1\frac{1}{4}$ -inch diameter.

A very complete line of Dennison's Crepe Papers, Paper Napkins, Streamers, Shelf Papers, Social Sealing Waxes and all Handycraft Materials and Special Holiday Goods. Write for Detail Information or Suggestions.

### DENNISON'S CREPE PAPER.

More closely resembles a fabric than a paper. One side a satin-like sheen, the other a soft velvety surface. 10 feet long, 20 inches wide. Each fold in separate packet. Used for window, store, home decorations, flowers, costumes and many other purposes.

No.	No.	
11. White	48. Reseda	
12. Black	51. Celestial Blue	
13. Grey	51 1/2. Azure Blue	
21. Heliotrope	52. National Blue	
22. Violet	51. French Blue	
23. Purple	55. Lupine	
24. Fuchsia	61. Light Amber	
31. Light Blush Pink	62. Canary	
32. Medium Coral	63. Dark Amber	
32 1/2. Coral	64. Gold	
33. Dark Blush Pink	65. Orange	
35. Cerise	66. Sun-Flower	
36. Salmon	70. Sand	
37. American Beauty	71. Light Brown	
38. Old Rose	72. Dark Brown	
41. Apple Green	73. Burnt Russet	
42. Nile Green	81. Red	
43. Emerald Green	83. Ruby	
44. Grass Green	84. Flame	
45. Moss Green	91. Apricot	
46. Leaf Green		
47. Jade Green		



### DECORATED CREPE PAPERS.

10 feet long, 20 inches wide. More than a hundred designs. Floral, School, Nursery, Patriotic, and all special Holiday and Seasonable Designs.

### DENNISON'S PAPER ROPE FOR WEAVING.

Beautiful baskets, vases, trays, bed lamps, lamp shades and many other items can be made. Stocked in 12 colors and two sizes. 1/4 in. x 1/8 in. Hanks, 30 feet long. Write for further details.

### FLOWER MATERIAL.

Leaves, 1 dozen in bundle.

No. 1. Chrysanthemum, small	No. 6. Rambler, spray of 5
No. 2. Chrysanthemum, large	No. 8. Rambler, spray of 3
No. 3. Rose, spray of 3	No. 9. Daisy
No. 4. Rose, single	

### CENTERS

Daisy, large, 1/2 gross in a box	Easter Lily, 1/2 gross in a box
Daisy, small, 1/2 gross in a box	Poinsettia, 1 gross in a box

### SPOOL WIRE.

Nos. 1, 2, 5.

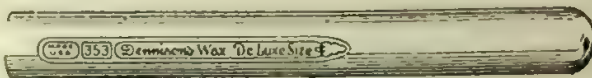
### CUT WIRE.

No. 7. Green, heavy	No. 10. White
No. 8. Red	No. 15. Green, extra heavy
No. 9. Green	No. 78. 18 in. Green, heavy

### DENNISON INSTRUCTION BOOKS.

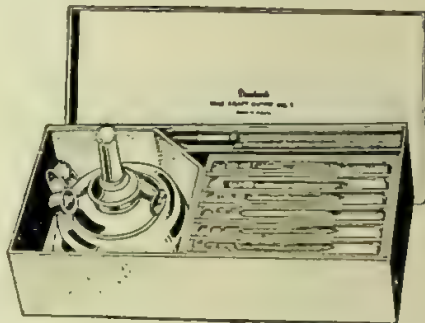
No. 521. How to Make Paper Costumes.
No. 522. How to Make Crepe Paper Flowers.
No. 523. Weaving with Paper Rope.
No. 524. Sealing Wax Art.
No. 525. Tables and Favors.
No. 526. How to Decorate Halls, Booths and Automobiles.

### DENNISON'S DE LUXE AND LETTER WAXES.



Sealing Wax for Art Work and Correspondence. Letter Wax, 38 shades and colors. De Luxe Size—34 shades and colors. The highest grade of sealing wax. Adapted for various art purposes and correspondence.

### WAX CRAFT OUTFITS.



For use in forming flowers and decorations.

Size 8 1/2 x 4 x 1 1/4 inches. Contains in red Box No. 6 Alcohol Lamp, Wax Moulder, Wax Spatulas, Steel Needle, 6 Sticks of Letter Size Wax and Instruction Circular.

### PASSE-PARTOUT PICTURE BINDING.



For quick and easy framing of prints and photographs. Made from heavy colored gummed paper, in colors that harmonize with picture tones. 12 yards in roll, except Nos. 24, 25, 28, 33, 34 and 35, which are 6-yard rolls.

12 Rolls in a Box.

No.	No.
1. Black, 1/4"	17. Dark Gray, 1/4"
2. White, 1/4"	24. Wood Finish Mahogany, 1 1/4"
3. Gray, 1/4"	25. Wood Finish Walnut, 1 1/4"
4. Bottle Green, 1/4"	33. Wood Finish Forest Green, 1 1/4"
5. Dark Brown, 1/4"	34. Wood Finish Ebony, 1 1/4"
6. Dark Red, 1/4"	35. Ivory White, 1 1/4"
8. Crimson, 1/4"	28. Dull Gold, 1 1/4" Wide
15. Sage Green, 1/4"	9. Gold Pebbled, 1/4" wide
16. Light Gray, 1/4"	

### SUSPENSION RING OR HANGER.



A Suspension Ring of strong Grey Cloth, gummed on one side  
No. 21. 25 in a box. No. 1021. Bulk, 1,000 in a box  
No. 121. 100 in a box.

## LEAD PENCILS.

### DRAWING AND DRAFTING.



Illustration showing the comparative difference in pencil degrees. Where pencils are described with grades 1, 2, 3, 4, etc., grade 1 is approximately the same as B., grade 2 as H. B., grade 3 as H. and grade 4 as 2 H.

#### Explanation of Degrees.

Drawing Pencils were designed originally for use by artists and kindred professions. The great care with which they are made has, however, led to their use in business life very largely.

In this explanation of degrees, we have tried to give information concerning each degree, not only for its use in drawing, but by whom they have been adopted in business life.

**6-B.** Extra soft and very deep black, suited for drawings, requiring great depth or intensity of color. By using pressure, the depth of India Ink may be approached. This grade is used by Editors and Writers.

**5-B.** Extra soft and very black. Suitable for heavy shading. Also used by Editors, Writers, Photographers, etc.

**4-B.** Very soft and very black. For picturesque tone effects, studies and sketches. Also used by Editors, Writers, Photographers, Lithographers and Shipping Clerks.

**3-B.** Very soft and very black. For deep shading. Also used by Editors, Writers, Photographers, Lithographers and Shipping Clerks.

**2-B.** Very soft and black. Gives strong powerful lines for shading. Used by Architects, Artists, Builders, Lithographers, Photographers, Shipping Clerks, Stenographers and Writers.

**B.** Soft and black. For fine drawings, light sketching and medium shading. Used by Architects, Editors, Stenographers, Writers, etc.

**H-B.** Hard and Black. For outlining and fine shading. This is the most popular grade for business purposes.

**F.** Firm. For tracing and fine drawing. Used by Architects, Clerks, Engravers, Lithographers, Stenographers, Photographers and for general business purposes.

**H.** Hard. For tracing and light shading. Used by Architects, Builders, Clerks, Designers, Engravers, etc., and for general business purposes.

**2-H.** Medium hard. For outline drawings. Used by Architects, Builders, Engravers, etc.

**3-H.** Very hard. For Architects' Drawings. Used by Accountants, Designers, Engineers, Salesmen.

**4-H.** Extra hard. For technical Drawings. Used for manifold, and mapping and by Accountants, Designers, etc.

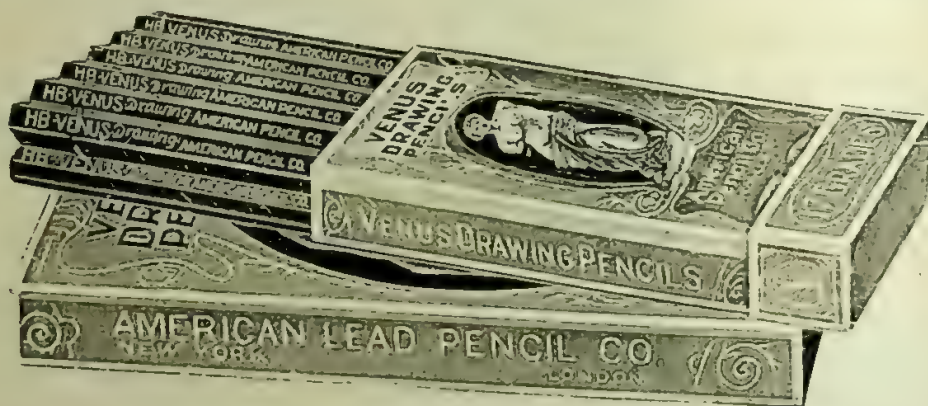
**5-H.** Extra hard. For mechanical drawing. Also used by Accountants, Engravers, etc.

**6-H.** Extra hard. For fine professional work. Used by Designers, Engineers, Engravers, etc.

**7-H.** Extra hard. For Lithographic work and mechanical and commercial drafting.

**8-H.** Specially extra hard. For extra fine drawing on stone and for wood pattern makers. Also for drafting work.

**9-H.** Hardest. For fine work on the hardest surfaces.



**Venus Drawing. (American.)** The graphite is washed by a unique process; the lead is scientifically compressed, the cedar is smooth grained and carefully selected; these make the Venus entirely dependable for uniformity, smoothness and durability. Hexagon, distinctive green finish. 17 degrees from 6B to 9H.

Per gross, \$ ; per dozen \$

**DIXON'S "ELDORADO" - the master drawing pencil - HB**

**Eldorado Drawing. (Dixon.)** "The Master Drawing Pencil." Made in 17 degrees from 6B to very softest to 9H the hardest. One for every need or preference. Hexagon, yellow finish with gold stamp.

Per gross, \$ ; per dozen \$

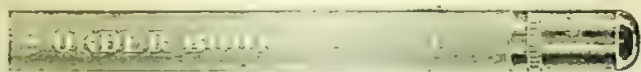
Let us help you with your filing problems—This service is free

## COMMERCIAL PENCILS.



601. "Van Dyke." (E. Faber.) One of the highest quality pencils made. The "lead" is ground for 90 days and nights to eliminate all chances of grit and to give the smooth, slow-wearing quality essential to a good pencil. Hexagon shape, yellow polish, new patented nickel "clamp" tip with adjustable soft, flat red rubber eraser. Degrees: 2B, HB, 2H. Per gross, \$ ; per dozen \$

## PENCILS WITHOUT RUBBER TIPS.



2020. Order Book. (Dixon.) Round, yellow finish, ornamental metal tip, special lead. Per gross, \$ ; per dozen \$

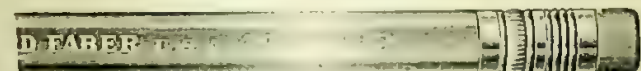


113. Carbon Pencil. (American.) Round, canary color, glass finish, silver stamp, extra thick lead. Per gross, \$ ; per dozen, \$

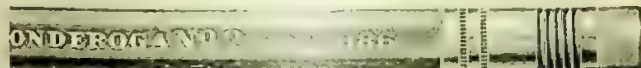


448. Forum. (American.) Round, satin glass finish. No tip. Degrees 1, 2, 3. Per gross, \$ ; per dozen \$

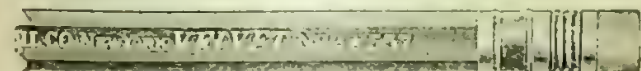
## PENCILS WITH RUBBER TIPS.



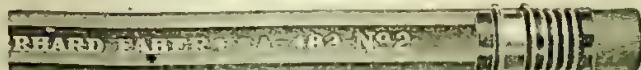
482. Mongol. (E. Faber.) Very popular for business use. Hexagon, yellow polish, gold stamp, red rubber tip, degrees 1, 2, 3 and 4. Per gross, \$ ; per dozen \$



1386. Ticonderoga. (Dixon.) "An extraordinary Office Pencil". Hexagon, cornerless panels, yellow finish, rubber tip, No. 2 lead. No. 1387, No. 2½ lead; No. 1388, No. 3 lead. Per gross, \$ ; per dozen \$



- Velvet. (American.) A reliable pencil that is noted for its easy writing qualities. Hexagon, walnut finish, gilt tip with blue band, pink eraser. Carried in 4 degrees, No. 556, Soft; No. 557, Medium Soft; No. 558, Medium hard; No. 561, Hard. Per gross, \$ ; per dozen \$



496. Hexaround. (E. Faber.) Hexagon with rounded edges, yellow polish, gilt tip, red eraser, silver stamp, easy on the fingers. Degrees 1, 2, 3 and 4. Per gross, \$ ; per dozen \$



439. Forum. (American.) An economical pencil that gives gratifying results. Hexagon, gilt tip, red rubber. Made in Grades 2 and 3. Per gross, \$ ; per dozen \$



1040. Dickens. Round, cedar finish, blind stamp, inserted rubber No. 2 Grado. Per gross, \$ ; per dozen \$

## COPYING PENCILS.

Copying Pencils, sometimes known as "Indelible Pencils" are popular for work which has to be copied or which is to endure. The lead is generally purple, although red and green are carried in some. Round is the popular shape and the pencils are made plain or with a metal tip or mouthpiece.



165. "Venus" Copying. (American.) Round, purple, glass finish with tough, even, smooth, durable violet copying lead.

168. "Venus" Copying. Same as No. 165 but harder lead. Per gross, \$ ; per dozen \$



214. Venus Super Copying. A very well made Copying Pencil. Round, finished in green with water marking, medium lead.

215. Venus Super Copying. Same as No. 214 but with hard lead. Per gross, \$ ; per dozen \$



- "Mephisto" Copying Pencil. Round, silver stamp.

- 73B. Violet Copying lead.

- 73B. Hard Violet Copying lead. Per gross, \$ ; per dozen \$



2071. Duplograph Copying. (Dixon) Round, yellow finish, silver stamp, medium lead.

Per gross, \$ ; per dozen \$

2070. Same as No. 2071 except hard lead and lavender finish pencil.

2073. Same as 2071 except with soft, intense copying lead and purple finish pencil. Per gross, \$ ; per dozen \$



Ink Pencils. (E. Faber.) For thin, clear, firm, bright, indelible and distinctive lines. Used by architects, engineers and draftsmen and for checking purposes. Hexagon, with long gilt metal tip.

- No. 726. Ruby Ink Pencil

- No. 728. Ivy Ink Pencil.

- No. 725. Sapphire Ink Pencil. Per gross, \$ ; per dozen \$

## PENCILS, CRAYONS, ETC.

## STENOGRAPHER'S PENCILS.



596. **Stenographic.** (E. Faber.) Round, tablet thickness, natural finish, silver stamp, sharpened at both ends, grade 2, put up in boxes containing 6 pencils and 1 nickel point protector. Per gross, \$ ; per dozen \$
594. **Steno Shading.** (E. Faber.) Round, yellow polish pointed at both ends. Soft lead, made especially for those using the Pitman System. In boxes of six with metal point protector. Per gross, \$ ; per dozen \$

## COLORED PENCILS.

This designation is used for pencils made of colored leads and does not refer to polish on the pencils although as a rule the polish corresponds to the color of the lead. Colored Pencils cannot be made as hard as lead pencils and can not, as a rule, be sharpened successfully in pencil sharpening devices.



1207. **Unique.** (American.) Red lead of thin diameter. Hexagon shape. Red finish.
1206. Same. Blue lead, blue finish.
1208. Same. Green lead, green finish.
1209. Same. Yellow lead, yellow finish.
1211. Same. Combination Blue and Red, Marvan finish. Per gross, \$ ; per dozen \$



**Dixon's Best Colored Pencils.** Round shape. Made in 24 colors. Each pencil finished in same color as its lead, as follows: in order of Chromatic Scale: Nos. 352, white; 322, pink; 321 1/2, lake red; 321, carmine; 349, red; 324, orange; 353 1/2, lemon yellow; 353, golden yellow; 354 1/2, light green; 325, olive green; 351, green; 320, sky blue; 320 1/2, azure; 330, indigo blue; 350, blue; 323 1/2, purple; 323, violet; 324 1/2, yellow ochre; 335 1/2, burnt ochre; 351, terra cotta; 335, sepia; 343, brown; 352 1/2, gray; 331, black. Each, \$ ; doz., \$ ; gross \$

## PENCIL LENGTHENERS AND POINT PROTECTORS.



- No. 333. **Pencil Lengthener.** (E. Faber.) Hexagon, natural polished handle, nickel-plated ferrule. Fitted with short length "Mongol" pencil. Per gross, \$ ; per doz., \$ ; each \$



- No. 456. **Pencil Lengthener.** (Dixon.) 4 inches long, nickel finish, clamp end, gray rubber eraser. Per gross, \$ ; per doz., \$ ; each \$

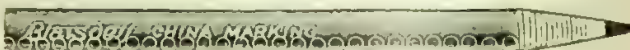


- No. 1609. **Point Protector.** (E. Faber.) Taper end, bright gilt metal, 1 1/2 inches long. Per gross, \$ ; per doz., \$ ; each \$

## BLAISDELL PAPER CRAYONS.

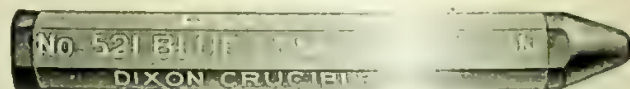


Colored Pencils, 7 inches long. Paper wound to make sharpening easy. Polish matches color of crayon. Gold stamp. No. 151, blue; No. 161, red; No. 152, black; No. 154, yellow; No. 156, white. Per gross, \$ ; per doz., \$ ; each \$



**Blaisdell China Marking Pencils.** These pencils will mark on China, Cutlery, Tinware, Enamelware and all polished surfaces. Paper wound to make sharpening easy. No. 163, small black lead; No. 168, large blue lead; No. 169, large red lead. Per gross, \$ ; per doz., \$ ; each \$

## LUMBER CRAYONS.

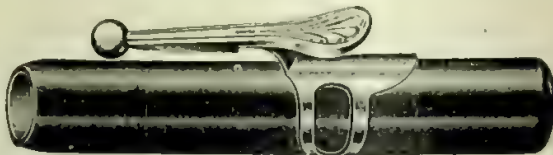


**Dixon's Lumber Crayons** for marking steel, iron, concrete, stone and lumber. 4 1/2 inches long, 1/2-inch diameter. Hexagon shape. Colored crayon, paper covered. No. 496, yellow; No. 520, red; No. 521, blue. Per gross, \$ ; per doz., \$ ; each \$

## PEN AND PENCIL CLIPS.



**Peerless Pencil Clip.** Made of spring brass, lever action, self-acting clamp, nickel plated, will fit any pencil. Each \$



**Peerless Fountain Pen Clip.** Made of spring brass with self-acting clamp. Will fit fountain pens and large pencils. Each \$

## FINGER PADS.



**Marsh's Finger Pads.** These pads are made of rubber and fit the thumb and first finger. Are splendid for use in counting money or paper. Tips are corrugated so that they will not slip. Dozen Each

- No. 11. 11/16-inch diameter. \$  
 No. 11 1/2. 11/16-inch diameter. \$  
 No. 12. 11/16-inch diameter. \$  
 No. 13. 11/16-inch diameter. \$

## HIGH GRADE ADVERTISING PENCILS.

Printed With Your Name and Advertisement.

### HEXAGON PENCILS WITH YOUR IMPRINT.



No. 700. Hexagon Pencils of good quality; medium soft No. 2 lead; finished with gilt tip and red rubber; in yellow, green, scarlet, blue, green or natural wood. Advertisement may be stamped in either gold or silver. Wording is limited to 36 letters and spaces. Priced by the gross.

### ROUND ADVERTISING PENCILS.



No. 10. A wonderful advertising medium. Advertisement may contain from two to six lines of advertising printed all around the pencil. Pencils of good quality, No. 2 lead, in the following colors: yellow, red, blue, green and natural. Finished with nickel tip and white rubber. Priced in lots of 250, 500 and up.

No. 50. Highest grade pencils made for advertising purposes. Splendid pencils made and finished throughout of the best materials, best quality No. 2 Faber leads; long gilt tip and red rubber; in yellow and gray. Priced in lots of 250, 500 and up.

### LARGE JUMBO ADVERTISING PENCILS.



No. 9. Large size pencils with thick lead. A pencil with unusual advertising possibilities because of its size. Comes in yellow, red, gray and green. It makes an advertisement that will be seen and remembered. Priced in lots of 250, 500 and up.

No. 18. Large size pencils with thick lead, finished with gilt tip and red rubber. An unusually effective advertising medium with long life. Comes in yellow, green and gray. Priced in lots of 250, 500 and up.

### ADVERTISING PENHOLDERS.



No. C-3. Very inexpensive advertising medium for laying on the writing desks around the bank or distributing to customers. Cork grip penholders in yellow, green and red. Printed with from two to six lines of advertising. Priced in lots of 250, 500 and up.

No. 850. No-Roll penholders are made with a square end so they will not roll off a desk or table; have good metal core that hold pen securely; made in yellow only; printed with from two to six lines of advertising. Priced in lots of 250, 500 and up.

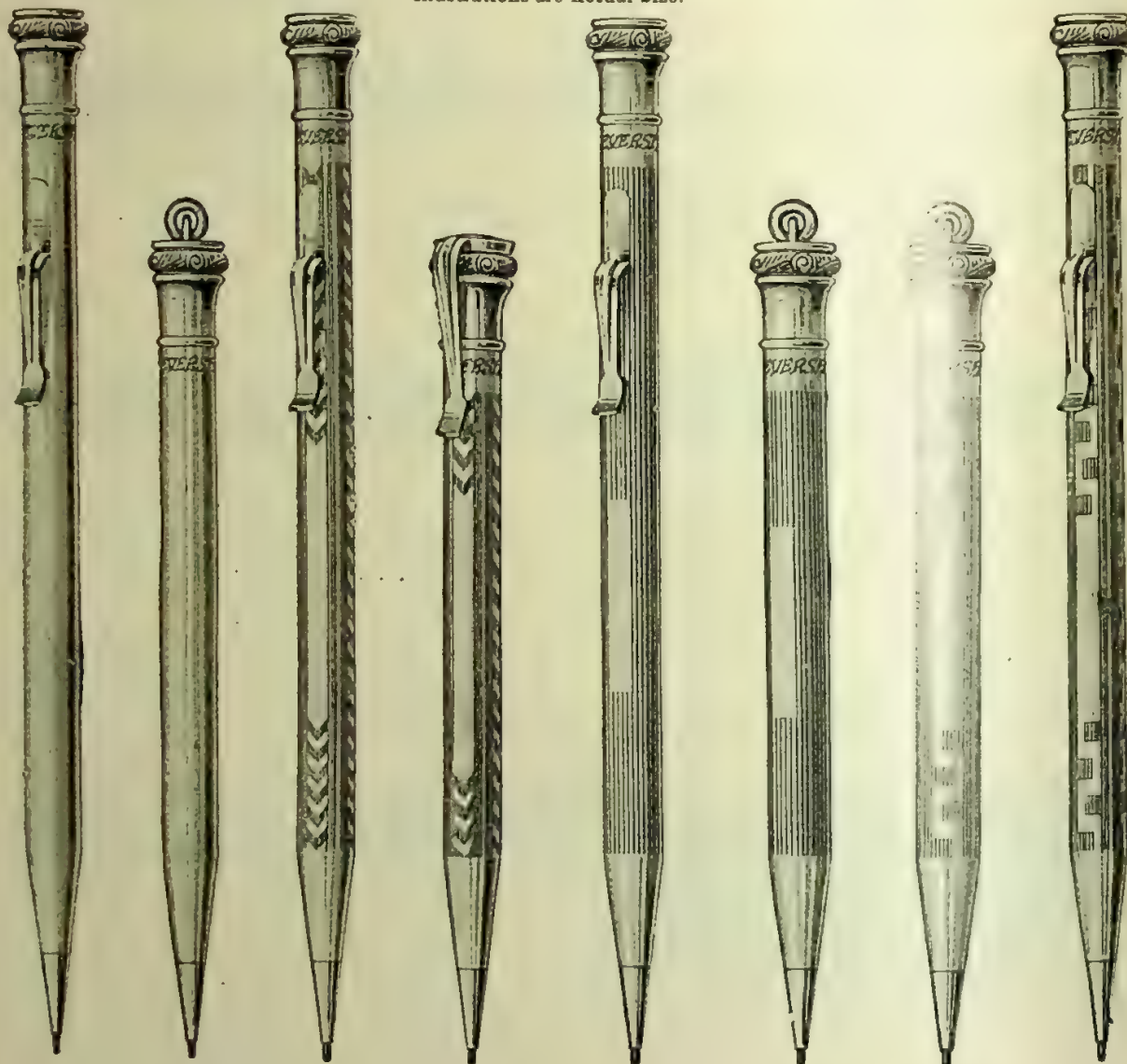
Many other styles of pencils and penholders. Send for samples. Prices subject to change without notice.

# EVERSHARP Pencils

These are the new Perfected Evershars, the mechanical pencils without a fault. Every objection in former models has been overcome—here is the triumph in the pencil field.

The new non-clogging rifled tip assures a pencil always ready to write with a sharp point. The simplified magazine for extra leads and the automatic plunger release make Eversharp the fastest loading pencil. Many refinements in appearance and mechanism have been added, so that for convenience, economy and satisfactory writing service, Eversharp is the pencil for everyone and for every purpose.

Illustrations are Actual Size.



No. 20  
No. 50  
No. 60

No. 20SW  
No. 50SW  
No. 60SW

No. 31  
No. 51  
No. 61

No. 31SC  
No. 51SC  
No. 61SC

No. 45  
No. 10  
No. 73

No. 45SW  
No. 10SW  
No. 73SW

No. 40SW  
No. 14SW  
No. 77SW

No. 49  
No. 14  
No. 77

## Plain Finish.

No.		Each
20.	Silver Plated, long with clip.....	\$
20SW.	Silver Plated, short with ring.....	\$
50.	Sterling Silver, long with clip.....	\$
50SW.	Sterling Silver, short with ring.....	\$
60.	Yellow Gold Filled, long with clip.....	\$
60SW.	Yellow Gold Filled, short with ring.....	\$

## Check Design—Chased.

31.	Silver Plated, long with clip.....	\$
31SC.	Silver Plated, short with ring.....	\$
51.	Sterling Silver, long with clip.....	\$
51SC.	Sterling Silver, short with ring.....	\$
61.	Yellow Gold Filled, long with clip.....	\$
61SC.	Yellow Gold Filled, short with ring.....	\$

## Colonial Design—Engine Turned.

No.		Each
45.	Sterling Silver, long with clip.....	\$
45SW.	Sterling Silver, short with ring.....	\$
10.	Yellow Gold Filled, long with clip.....	\$
10SW.	Yellow Gold Filled, short with ring.....	\$
73.	Green Gold Filled, long with clip.....	\$
73SW.	Green Gold Filled, short with ring.....	\$

## Grecian Design—Engine Turned.

49.	Sterling Silver, long with clip.....	\$
49SW.	Sterling Silver, short with ring.....	\$
14.	Yellow Gold Filled, long with clip.....	\$
14SW.	Yellow Gold Filled, short with ring.....	\$
77.	Green Gold Filled, long with clip.....	\$
77SW.	Green Gold Filled, short with ring.....	\$

## Re-fill *EVERSHARP* Leads

For the best results, none but Eversharp Leads should be used in Eversharp Pencils.

2B—Extra Soft	F—Firm
B—Soft	H—Medium Hard
HB—Medium	2H—Hard

Indelible—very smooth.

12 leads in Red Top Box.....	\$
Indelible, 12 leads.....	\$

You are invited to visit our establishment when in Joplin

# EVERSHARP Pencils.

Eversharp was the first practical mechanical pencil and still is the best by far. Each of the pencils shown below has the exclusive Eversharp features that can't be copied. Illustrations are actual size.



## CHECKING.

No. 101. Uses large size leads, barrel enameled in Red, Blue, Green, Yellow or Black. Supplied with six extra leads the same color as barrel. Specify colors wanted. Each \$

## EXECUTIVE.

No. 32. Silver plated, chased finish check design. Has clip and six extra checking leads. Fitted with black leads only.....Each \$  
No. 67. Gold filled, chased finish, check design. Fitted with pocket clip and six extra checking (large size) leads, equipped with black leads only.....Each

## ENAMELED.

"Eversharp in Working Togs."

No. 151. Long without clip; barrel enameled in Red, Blue or Black.....Each \$  
No. 151C. Long with clip; barrel enameled in Red, Blue or Black.....Each  
No. 151SW. Short with ring; barrel enameled in Red, Blue or Black.....Each  
No. 151MW. Midglet with ring; barrel enameled in Red only.....Each

## COMMERCIAL.

No. 153C. Long with clip, octagon barrel of light weight Bakelite with nickeled trimmings. Barrels in following colors: Red, Black, Green, Mahogany and Mottled. Each \$  
No. 154C. Same as above but with round barrel.....Each

## PLAIN.

No. 20. Silver plated, long with clip.....Each \$  
No. 20SW. Silver plated, short with ring.....Each  
No. 20MW. Silver plated, midglet with ring.....Each

## EVERSHARP RED TOP LEADS.

Calibrated to fit Eversharp's rifled tip. Use only the genuine.

Thin Colored: Red, Blue, Green, Purple Copying. These are small diameter leads to fit regular Eversharps. Tubes of 12 leads in 1 color.

Checking: Red, Blue, Green, Yellow, Black, Purple Copying. Large diameter leads for Checking and Executive pencils. Boxes of 6 leads of 1 color.

Regular Black. Made in seven degrees of hardness—all the highest quality. Tubes of 12 leads.

## RUBBER ERASERS.

## PENCIL ERASERS.

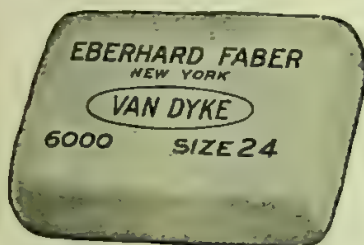


450. Wedge Eraser Tips. This eraser tip holds the pencil in pocket and on desk, outlasts ordinary tips and does neater, quicker erasure.

Per gross, \$ ; per dozen, \$

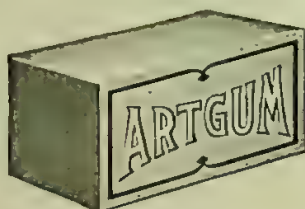


	Gross	Dozen	Each
112. Ruby, best erasive rubber, medium, red.....	\$	\$	\$
212. Ruby, best erasive rubber, large, red.....			
111. Emerald, best erasive rubber, medium, green.....			
211. Emerald, best erasive rubber, large, green.....			



This Van Dyke eraser not only erases but cleans as well. Their softness gives them three very good qualities, 1—do not get brittle or hard with age; 2—leave surface of paper in perfect condition; 3—absorb dirt and never smudge. For general use, they are almost without equal. Number indicates pieces to the pound.

No.	Size	Each	Doz.	Pound
4.	3 1/2 x 2 1/2 x 1/2	\$	\$	\$
8.	2 1/2 x 1 1/2 x 1/2			
12.	2 x 1 1/2 x 1/2			
16.	2 x 1 x 1/2			
20.	1 1/2 x 1 x 1/2			
24.	1 1/2 x 1 x 1/2			
30.	1 1/2 x 1 x 1/2			
40.	1 1/2 x 1 x 1/2			
60.	1 1/2 x 1 x 1/2			
72.	1 1/2 x 1 x 1/2			
80.	1 x 1 x 1/2			



**Artgum.** This is a composition dry cleaner for paper, cloth or leather. It contains no grit, no grease and no odor and is not inflammable. It cleans papers of all sorts, gloves, straw hats, silks, etc., without harming them in any way.

Per Dozen \$ Each \$

211. Size 2 1/2 x 1 1/2 x 1 1/2 inches.....	
111. Size 1 1/2 x 1 1/2 x 1 1/2 inches.....	

1087. Comet. Same as No. 1080 with the addition of a metal handle and bristle brush for removing the dust caused by erasing.  
Per gross, \$ ; per dozen, \$ ; each \$

6537. Same style as 1087 except with Red Rubber eraser.  
Per gross, \$ ; per dozen, \$ ; each \$

## INK AND PENCIL ERASERS.

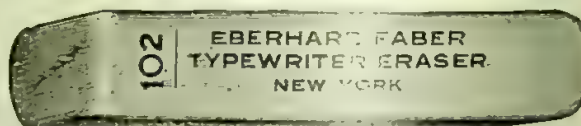


110. Union, one end for ink the other for pencil, both ends beveled..... Per gross, \$ ; per dozen, \$ ; each \$  
210. Same, larger. Per gross, \$ ; per dozen, \$ ; each \$



6500. Van Dyke, soft ink eraser, pink, oblong, double beveled ends..... Per gross, \$ ; per dozen, \$ ; each \$

## TYPEWRITER ERASERS.

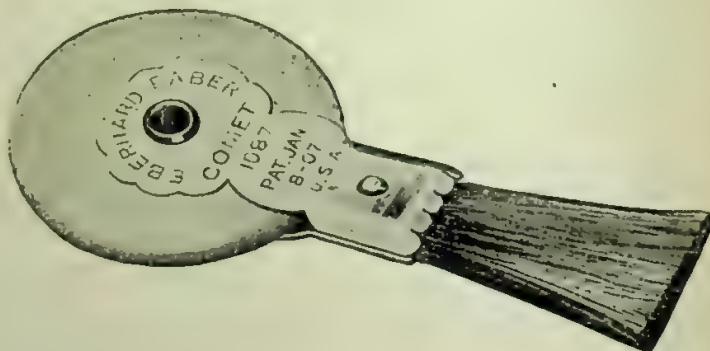


Gray rubber beveled, will erase both ink and pencil marks

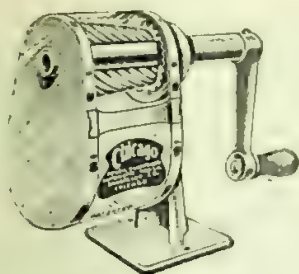
102. Small..... Per gross, \$ ; per dozen, \$ ; each \$  
104. Large..... Per gross, \$ ; per dozen, \$ ; each \$



1080. Circular. The compound is peculiarly adapted for the correction of typewritten work, and the shape is such that single letters may be readily erased without touching the others. It is best quality gray rubber with nickel center.  
Per gross.....\$ ; Per dozen.....\$  
Each.....\$

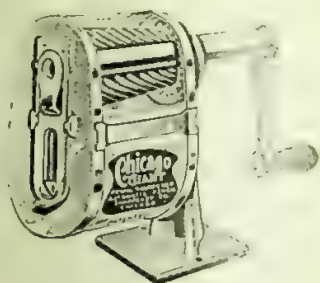


## PENCIL SHARPENERS.



**Chicago.** Solid metal standard, nickel-plated case, canary colored non-transparent celluloid sides, finest tool steel cutters, handles of polished nickel plate.....Each \$

Extra Cutters.....Per pair



**Chicago Giant.** Hand feed, twin milling cutter type, can be used in horizontal or vertical position, shaving receptacle is securely locked, finish yellow colored non-transparent celluloid sides.....Each \$

Extra Cutters.....Per pair



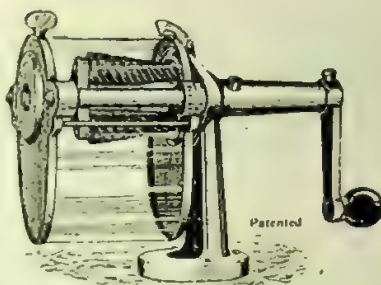
**Dexter.** Hand feed, twin milling cutter type, can be used in horizontal or vertical position. Full nickel finish. Red colored non-transparent celluloid sides.....Each \$

Extra Cutters.....Per pair

## CLAMPS FOR ATTACHING.

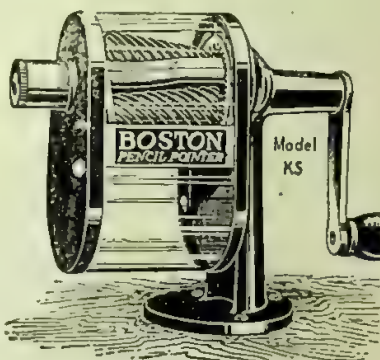


These clamps are excellent for attaching the sharpeners shown above to desks, tables or any flat surface. Hold the sharpeners tight'y and eliminate the marking of polished surfaces with screw holes. Per pair, \$

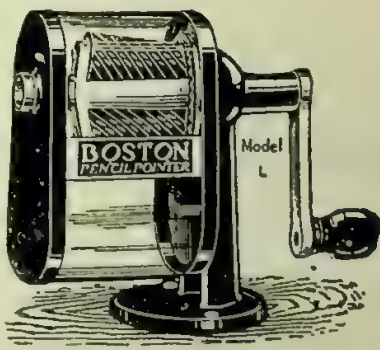


**Boston Model B Cutters** are made from special imported tool steel, hardened, tempered and accurately ground. Each cutter having spirally disposed cutting edges. All bearings are polished steel against special composition bearing metal provided with suitable means of lubrication thus insuring a minimum of wear and friction, automatic adjustment for different size pencils, solid cast base. Case is fully nickel plated, transparent receptacle.....Each \$

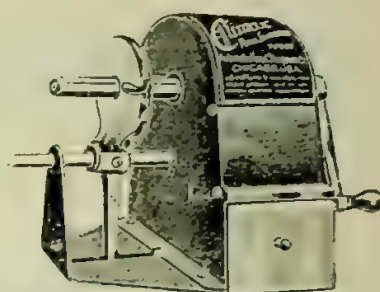
Extra Cutters.....Per set



**Boston Model KS.** Finished in rust-proof black enamel with transparent receptacle. Sharpens all sizes of pencils. For vertical or horizontal surfaces. Each \$



**Boston Model L.** Sharpens standard size pencils. Black enamel finish. Twin mailing cutters. Transparent receptacle. Vertical or horizontal surfaces.....Each \$



**Climax No. 2,** large heavy machine, built for constant heavy work, made of steel throughout, gun metal finish, twin milling cutters of tool steel. Considerably larger than any other model, therefore much more cutting surface, sharpens all sizes of pencils, provided with Automatic Feed and point adjuster.....Each \$

Extra Cutters.....Per pair

## CHEMICAL INK ERADICATORS.

Cannot be mailed.



**Sanford's Ink Eraser** will instantly remove ink spots from paper, and ink, fruit, coffee, and tobacco stains from linen, lace and other fabrics. This is a two liquid preparation and the stain is removed by a chemical reaction when the two liquids combine. The two bottles are kept in an attractive tin container.

Per doz. sets, \$ ; per set \$



**Carter's Ink Eraser.** Removes ink spots from paper and cloth without leaving stains of any kind. This is a two liquid preparation and the chemicals are applied by means of a glass rod in each bottle. Two 3/4 oz. bottles in pasteboard box.

Per doz. sets, \$ ; per set \$

## STEEL ERASERS.



482. Spear Point, Cocoa, 5-inch handle, 1 1/4-inch blade.  
Per dozen, \$ ; each \$

782. Spear Point, Cocoa, 6-inch handle, 1 1/4-inch blade.  
Per dozen, \$ ; each \$



582. Knife Blade, Cocoa, 5 1/2-inch handle, 2-inch blade.  
Per dozen, \$ ; each \$

681. Knife Blade, Ebony, 4-inch handle, 2-inch blade.  
Per dozen, \$ ; each \$

682. Knife Blade, Cocoa, 6-inch handle, 2-inch blade.  
Per dozen, \$ ; each \$

686. Knife Blade, Bone, 4-inch handle, 2-inch blade.  
Per dozen, \$ ; each \$



Office Knife. These steel erasers are made after the pattern of a pocket knife, the blades folding into the handle.  
Two blades, best quality steel... Per dozen, \$ ; each \$  
Medium Size... Per dozen, \$ ; each \$



Sanitary O. K. Eraser. A metal holder that holds a thin edge of flat rubber. The holder is held in the hand and the rubber is fed down until completely used. Ring on end of holder

	Doz.	Each
No. 10. With eraser for typewriter or ink...	\$	\$
No. 20. With eraser for pencil...		
Refills No. 11 for No. 10, typewriter		
No. 21 for No. 20, pencil		



Bee Gee. A perfect ink eraser, constructed on an entirely new principle. The eraser has a brush of extreme delicacy and very hard, encased in a heavily nickel-plated solid brass holder 4 inches in length and the thickness of a fountain pen. The brush is made to protrude by turning the cap, and a few strokes of the brush remove the ink mark, leaving the paper smooth. When the brush wears out another one can be inserted. Price complete \$

Refills.....

## PENHOLDERS.

## HARD RUBBER—LONG NON-REVERSIBLE.



Plain Grip.



Chased Grip

The Long Non-Reversible Penholders can be had plain, with or without flange; and chased, with or without flange. In ordering, designate by number as follows: "No. 1," "No. 1 C," "No. 1. Flange," "No. 1 C. Flange," etc.

No.		Per Dozen	Each	No.		Per Dozen	Each
1.	Plain, 6 1/2 x 1/4 inches.....	\$	\$	1C.	Chased, 6 1/2 x 1/4 inches.....	\$	\$
2.	Plain, 7 1/2 x 1/4 inches.....			2C.	Chased, 7 1/2 x 1/4 inches.....		
3.	Plain, 7 1/2 x 3/8 inches.....			3C.	Chased, 7 1/2 x 3/8 inches.....		
4.	Plain, 8 1/2 x 1/4 inches.....			4C.	Chased, 8 1/2 x 1/4 inches.....		

## HARD RUBBER—SHORT NON-REVERSIBLE.



Plain Grip.

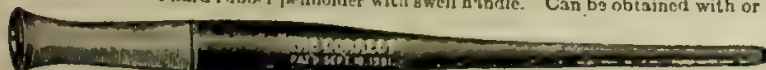


Chased Grip.

No.		Per Dozen	Each	No.		Per Dozen	Each
20.	Plain, 5 1/2 x 1/4 inches, thin.....	\$	\$	20C.	Chased, 5 1/2 x 1/4 inches, thin.....	\$	\$
21.	Plain, 5 1/2 x 1/4 inches, thin.....			21C.	Chased, 5 1/2 x 1/4 inches, thin.....		
22.	Plain, 5 1/2 x 1/4 inches, thin.....			22C.	Chased, 5 1/2 x 1/4 inches, thin.....		
23.	Plain, 5 1/2 x 3/8 inches, thin.....			23C.	Chased, 5 1/2 x 3/8 inches, thin.....		
24.	Plain, 5 1/2 x 1/4 inches, thick.....			24C.	Chased, 5 1/2 x 1/4 inches, thick.....		

## "THE CORRECT" PENHOLDER.

A hard rubber penholder with swell handle. Can be obtained with or without chased grip. 6 1/2 inches long.



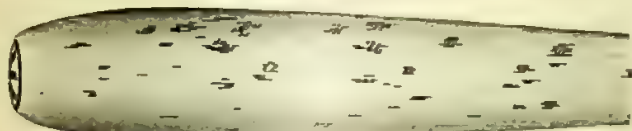
	Per Dozen	Each
105. Plain Grip.....	\$	\$
125C. Chased Grip.....		

## PENHOLDERS.

## CORK TIPPED PENHOLDERS.



294. Premier. (American.) Has long taper handle finished in natural. The tip is of excellent quality cork.  
Per gross, \$ ; per dozen, \$ ; each, \$



98. "Magnum". Long, extra large cork tip, taper handle, yellow polish, bonin nib, small gun metal band between tip and handle.....Per gross, \$ ; per dozen \$



97. Medium, taper cedar handle, natural polish, cork tips  
Per gross, \$ ; per dozen, \$ ; each \$

## CUSHION RUBBER TIPPED PENHOLDERS.



377. Pneumatic. (American) Medium, taper handles, maroon finish, soft rubber tip.  
Per gross, \$ ; per dozen, \$ ; each \$



379. Pneumatic. (American) Medium, taper handles, olive green finish, soft rubber tip.  
Per gross, \$ ; per dozen, \$ ; each \$

## SOFT RUBBER TIPPED PENHOLDERS.



88. Medium, taper handle, natural polish, fluted soft white rubber tip.....Per gross, \$ ; per dozen, \$ ; each \$

## HARD RUBBER TIPPED PENHOLDERS.

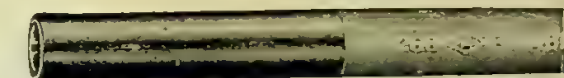


67. Falcon. Medium taper handle, green polish, black hard rubber tip....Per gross, \$ ; per dozen, \$ ; each \$

267 and 268. "Union" Penholders illustrated below are practical, and attractive penholders. Black, hard rubber tips are reinforced with a metal lining. Between this and the spring nib, the pen is securely held. The handles are finished in the natural color of wood.



267. "Union", small.....Per gross, \$ ; per dozen \$



268. "Union", medium.....per gross, \$ ; per dozen \$

## PEN EJECTING HOLDERS.



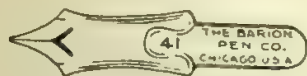
96. "Pull Back". Pen ejecting penholder. Pens are instantly ejected by sliding the tip back. Cork tip, taper handle, red polish.....Per gross, \$ ; per dozen \$

## BARION PENS.

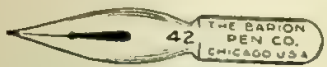
Smooth, durable pens which satisfy the most exacting penman. They are made from the highest grade of cold-rolled steel and hand made throughout. Satisfaction guaranteed without reserve. We carry a full line—34 different points—but have selected a few of the most popular for showing here. We can furnish any style made.



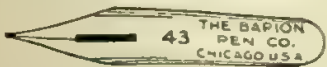
40. The popular Falcon style with general point.



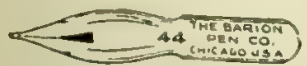
41. Falcon style, with medium stub.



42. Velvet bowl. Bowl point for rapid work.



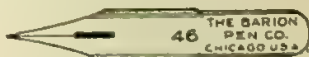
43. Mammoth bowl. Bowl point; holds much ink.



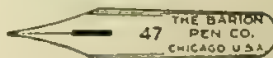
44. Flyer. Smooth point, plenty of ink.



45. Ledger Flyer. Holds up to its name.



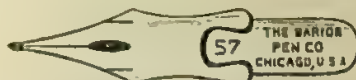
46. Long Point. Flexible action.



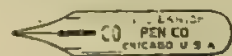
47. Ledger. Popular with accountants.



49. Fine Ledger. With extra fine point.



57. Bowl Falcon. A large Falcon with bowl point.



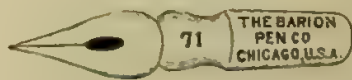
60. Little Wonder. Fine point, small pen.



69. Fine Stiff Falcon. Fine point, stiff action



70. Recorder. Medium point, plenty of ink.



71. Fine spoon. Fine point, plenty of ink.



73. Executive Pen. Medium point, smooth action.

## ESTERBROOK &amp; CO.'S PENS.

No. 21. A-1. Professional. Fine, elastic \$ Per Gross



14. Bank. Excellent business pen \$



448. Falcon Bronze. The most popular business pen..... \$



126. Double Spring. Fine springy action..... \$



128. Extra Fine Elastic. Penman's favorite..... \$



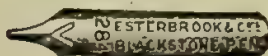
130. Easy Writer. Excellent for correspondence..... \$



182. Ladies' Falcon Bronze. Fine, easy action..... \$



239. Chancellor. Medium stub. Excellent for back hand writing \$



284. Blackstone. Coarse stub, engrossing..... \$

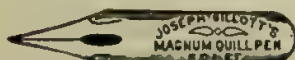


312. Judge's Quill. Fine point, large engrossing..... \$

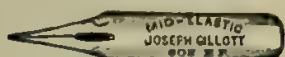
## Medium Fine Points.



404. Public Pen..... \$



601EF. Magnum Quill..... \$



603EF. Mid-Elastic..... \$



1060. In bronze or gray. Firm action, special smoothness..... \$

No. 313. Probate. Medium point, engrossing..... \$ Per Gross



314. Relief. Yellow metal stub, fine point. Quill-like action.. \$



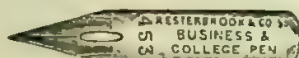
322. Inflexible. Specially firm, fine point..... \$



344C. Double Line Ruling, Carded..... Doz. \$



442. Jackson Stub. Falcon shape. Most popular stub..... \$



453. Business and college pen. Fine elastic action..... \$



460. Manifold. Adapted for making carbon copies..... \$



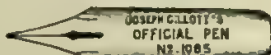
531. Flyer. Turned up point. Fine action..... \$



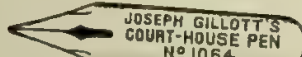
556. Advanced School. Extremely popular for school use..... \$

## GILLOTT'S PENS.

## Medium Fine Points.



1065. Official Pen. Gray round point..... \$

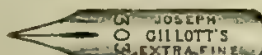


1064. Court House. For unshaded and smooth writing..... \$

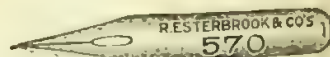
## Extra Fine Points.



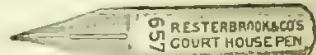
1. Principality. For flourishing or ornamental work..... \$



303. Victoria. The original Extra Fine Pen, known and used everywhere..... \$



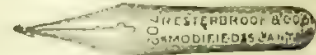
No. 570. Five-Seventy. Medium pointed school pen. Firm action..... \$ Per Gross



657. Court House Pen. Large business pen..... \$



668. Oval Point. Large, spoon-shaped. Easy writer..... \$



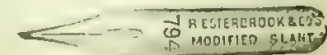
702. Modified Slant. Medium pointed, popular school pen.. \$



717. Federal Pen. Spoon-shaped, elastic, large ink capacity \$



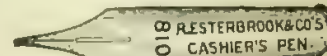
788. Oval Point. Unusually smooth, easy writer..... \$



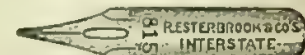
794. Modified Slant. Medium point school pen for lower grades... \$



806. Oval Point. Falcon shape.. \$

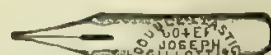


810. Cashier's Pen. Fine pointed, for bookkeepers..... \$



815. Interstate. Medium point, popular school pen..... \$

## Extra Fine Points.



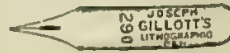
604EF. Double Elastic, used by fine penmen and in business schools. \$

## Broad Writing.



1087. Tip-Tilt. Fine Turned Up Point..... \$

## Professional Pens.



290. Lithographic..... \$



291. Mapping..... \$

We can furnish engraved stationery to meet the most exacting tastes.



No. 910. Fine pointed, bookkeeper's type..... \$ Per Gross



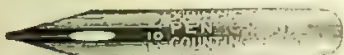
912. Fine pointed stub..... \$



920. Falcon shape, firm point..... \$



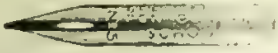
No. 1. College, bright steel, fine point, suitable for careful writers..... \$ Per Gross



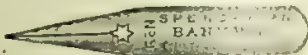
2. Counting House, Gray and Silvered, fine point, holds plenty of ink, fine for bookkeeping..... \$



3. Commercial, Gray and Silvered, medium point, writing business pen..... \$



5. School, Gray, fine point, popular school pen..... \$



9. Bank, Gray, long flexible point..... \$



18. Society Stub, gilt plated, broad point, very smooth action..... \$



21. Dome pointed, a perfectly smooth round point..... \$

### ESTERBROOK'S RADIO PENS.



No. 922. Firm, fine point..... \$ Per Gross

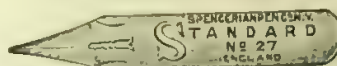


942. Very popular stub..... \$

### SPENCERIAN PENS.



No. 23. Falcon, Silvered, medium fine point, easy writing..... \$ Per Gross



27. Gold Standard, gilt plated, medium point, extra strong, and durable..... \$



28. Congressional, nickel-plated blunt and circular point, easy quill action..... \$



30. Bronze Falcon, medium fine point, a popular pen for all-around business use..... \$



35. Royal, Bronze, long pointed, very free writing stub..... \$



38. Signature, silvered, medium point, stiff and smooth..... \$



No. 988. Ball pointed..... \$ Per Gross



902. Bowl pointed, easy action... \$



956. Fine pointed, for accountants \$



No. 39. Subway, stub, silvered, round point, falcon shaped..... \$ Per Gross



40. Falcon, silvered, medium fine point, a perfect business pen \$



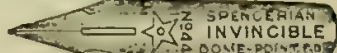
41. Panama, silvered dome pointed, medium ball point, with smooth strong action..... \$



42. Gold Point, gilt plated, dome pointed firm, rigid with round point, very popular..... \$



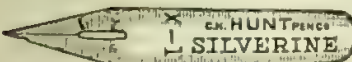
43. Aviator, gilt plated, dome pointed, easy and smooth in action, for those who require a sensitive ball point..... \$



44. Invincible, dome pointed, semi-rigid, used largely in banks..... \$

### HUNT'S SILVERINE FINISH PENS.

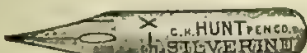
Brilliantly Plated with Silver-like finish. Will outwear Steel Pens. One gross to box. Per Gross \$



No. X-1. Silverine, fine point. Very popular with Banks..... \$



X-4. Silverine, extra fine point. For figures..... \$



X-5. Silverine, extra fine point, rigid action..... \$



X-24. Silverine. Ideal Pen for Book-keeping entries..... \$



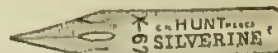
X-41. Silverine, extra fine point. For Bookkeeping. Holds plenty of ink..... \$



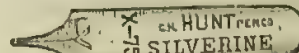
No. X-57. Silverine, fine point. A popular, general writing pen..... \$



X-65. Silverine, medium stub point. Popular in business..... \$

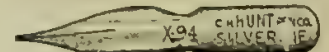


X-67. Silverine. Fine point. Most perfect pen for school and business use..... \$



X-75. Silverine. Fine Stub. With the old-fashioned goose quill action..... \$

These are the most popular styles of 20 styles carried. We can furnish any style of Silverine Finish Pen.



No. X-94. Silverine. Turned up point; medium action..... \$



X-98. Silverine, fine point. An extra stiff Falcon Pen..... \$



X-513. Silverine. Ball pointed. Excellent for quick writing..... \$



X-700. Silverine. Fine point for general writing..... \$



X-709. Silverine. Medium broad stub point. A very popular pen..... \$

## HUNT'S ROUND POINTED PENS.

We illustrate the most popular numbers of this well-known make, but we can furnish any style made.

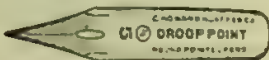
For Banks, Business Colleges  
and Fine Writers.



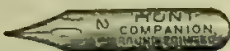
- No. 1. First National. Medium points, very popular with banks. . . . . \$



4. Arrow. A dandy pen for book-keeping and fine writing. . . . . \$



5. Droop Point. Rigid action. Good clerical pen. . . . . \$

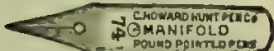


21. Companion. For fine writing and bookkeeping. . . . . \$



47. E. Z. Elter. Fine point. An exceptionally easy action. . . . . \$

For Manifold Writing.



74. Manifold. Very desirable for making carbon copies. . . . . \$



64. Triplicator. Ideal pen for making clear carbon impressions. Extra heavy steel. . . . . \$

For General Writing.



- No. 41. Eddystone. Fine point, stiff action, large ink capacity. . . . . \$



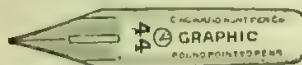
1681. Pennsylvania. Firm Action, long nibs. . . . . \$



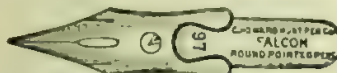
24. Ledger. The most popular pen in use for general writing. . . . . \$



27. Journal. Good business pen, medium point. . . . . \$



44. Graphic Gray. An exceedingly popular pen with fine point and stiff action. . . . . \$



- 97-B. Falcon Pen. Medium fine points, bronze. . . . . \$

- 97-W. As above, grey. . . . . \$

98. Stiff Falcon. An extra stiff falcon pen, medium fine point. Metal heavier and more durable than any other style of falcon. . . . . \$

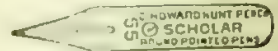


- No. 700. Courier Pen. Medium points For general writing. . . . . \$



513. Bowl Pointed. A medium point dented like a ball. Unexcelled for smoothness. . . . . \$

For Schools.



55. Scholar Pen. Fine point, flexible action. Adapted to slant writing. . . . . \$



67. Vertical. Medium points, firm action. Best perfect pen for school use. . . . . \$

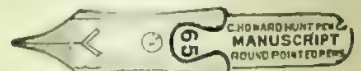
For Stub Writing.

25. World Pen. Medium stub points. Very smooth writing. Made of brass. . . . . \$



38. Recorder Pen. Medium broad points, slightly elastic. . . . . \$

62. Vassar Pen. Medium fine engraving point. . . . . \$

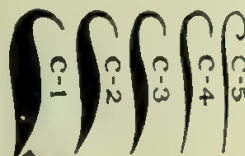


65. Manuscript Pen. Popular business stub pen. Medium coarse points. . . . . \$

75. Quill Pen. Medium fine stub. Popular with those who like the old-fashioned goose-quill effect. . . . . \$

709. Courier Stub Pen. Medium broad points. A very popular stub. . . . . \$

## SPEEDBALL LETTERING PENS.



'The Little Wizards of Letter Craft.'

The Speedball Lettering Pen is a very fast and very easily operated broad stroke pen. Style "A" is used for square points, the Style "B" for round and the Style "C" for oblong. There are five sizes in each style. The flow of ink from these pens is automatically regulated and all excess flow is prevented. No dropper or other device is necessary, the pen is just dipped in the ink. India ink or properly diluted water colors can be used.

### PRICES.

- One Box of 10 pens, all one size, Style "A", "B" or "C" . . . . . \$  
One Box of 5 sizes assorted, Style A . . . . . \$  
One Box of 5 sizes assorted, Style B . . . . . \$  
One Box of 5 sizes assorted, Style C . . . . . \$

## ONOTO INK PENCIL.



Onoto Ink Pencil writes the instant it touches the paper, and never hesitates. Has an iridium-platinum point that will write smoothly and clearly for a lifetime. Will not leak and can be carried in any position. Onoto Ink Pencils are carried in two lengths, 5 3/4 and 4 3/4 inches; two colors, black and red and two finishes, chased and plain.

No. 210—5 3/4 inches, Black, Plain

No. 260—5 3/4 inches, Red, Plain

No. 220—5 3/4 inches, Black, Chased

No. 270—5 3/4 inches, Red, Chased

No. 110—4 3/4 inches, Black, Plain

No. 160—4 3/4 inches, Red, Plain

No. 120—4 3/4 inches, Black, Chased

No. 170—4 3/4 inches, Red, Chased

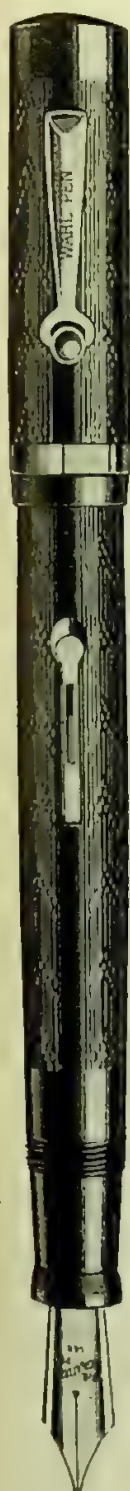
No. 112—4 3/4 inches, Black, Gold Bands

No. 116—4 3/4 inches, Black, Gold Ring

No. 212—5 3/4 inches, Black, Gold Bands

We are able to quote attractive mill prices on large envelope orders

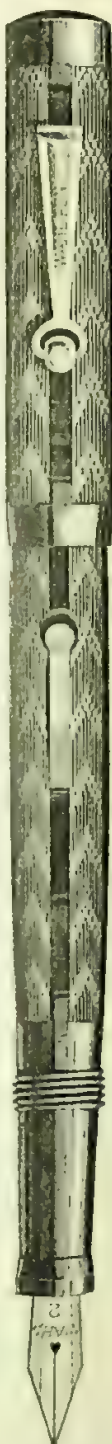
## WAHL FOUNTAIN PENS.



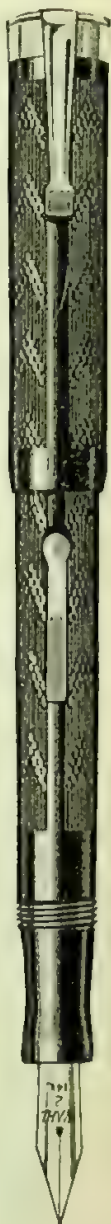
No. 762S.



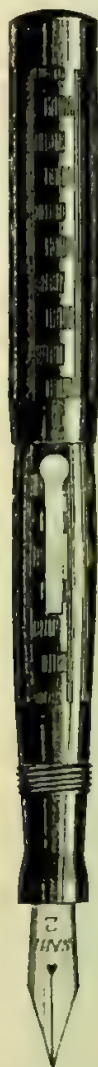
No. 746.



No. 722.



No. 622ASC.



No. 526.



No. 213.



No. 426.



No. 421.

ILLUSTRATIONS ARE  
ACTUAL SIZE.

Every part of every Wahl Pen is made by highly skilled workmen from high-grade materials. Every pen is subjected to many inspections before it leaves the factory. Each Wahl nib is of generous size and tipped with osmium, a precious compound usually reserved for the most expensive pens.

## RUBBER BARREL PENS.

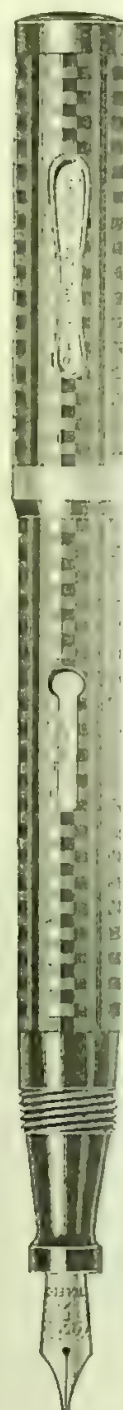
- No. 762 S. Signature Pen. Oversize, black, Gold-filled lever and clip.  
 No. 742 S. Signature Pen. Regular size, otherwise like No. 762 S.  
 No. 760 R. S. Signature Pen. Oversize. Red, Gold-filled lever and clip.  
 No. 620 R. S. Signature Pen. Ladies' style, red, Gold-filled lever and ring.  
 No. 746. Wahl Pen. Regular size, Nickel lever and roller clip. Furnished without clip unless specified. No. 4 Gold Nib.  
 No. 766. Wahl Pen. Oversize, No. 6 Gold Nib. Otherwise like No. 746.  
 No. 726. Wahl Pen. Regular size. No. 2 Gold Nib. Otherwise like No. 746.  
 No. 722. Wahl Pen. Regular size. Nickel lever and roller clip. Furnished without clip unless specified. No. 2 Gold Nib.  
 No. 622ASC. Wahl Pen. 4 1/4-inch, closed. Has yellow gold-filled pocket clip attached to 1/4-inch band. Gold-filled self-filling lever. No. 2 Gold Nib.

- No. 526. Wahl Pen. 3 1/4-inch, closed. Nickel lever and No. 2 Gold Nib. Furnished with clip when specified.  
 No. 522. Wahl Pen. 3 1/4-inch, closed. Same design as No. 722. Nickel lever and No. 2 Gold Nib. Fitted with clip when specified.

## WAHL METAL PENS.

- No. 426. Grecian Design. Engine turned. Self-filling.  
 426 A. Yellow Gold-filled. Has clip and No. 2 Gold Nib.  
 426 C. Sterling Silver. Has clip and No. 2 Gold Nib.  
 426 AG. Green Gold-filled. Has clip and No. 2 Gold Nib.  
 No. 421. Check Design. Chased finish. Self-filling.  
 421 D. Silver filled. Clip and No. 2 Gold Nib.  
 421 A. Yellow Gold-filled. Clip and No. 2 Gold Nib.  
 421 C. Sterling Silver. Clip and No. 2 Gold Nib.  
 421 AG. Green Gold-filled. Clip and No. 2 Gold Nib.  
 No. 213. Miniature Pen. Engine turned, self-filling.  
 213 A. W. Beautiful Colonial design. Yellow Gold-filled. Refined and dainty in appearance.  
 213 A. G. W. Same design, Green Gold-filled.  
 No. 645 D. Wave Design. Self-filling. Silver filled. Has clip and No. 4 Gold Nib.  
 No. 425 D. Wave Design. Self-filling. Silver-filled. Has clip and No. 2 Gold Nib.

## CONKLIN FOUNTAIN PENS.

Endura  
No. 67C.Endura  
No. 37 S. R.Regular Model  
No. 26 S. C.Regular Model  
No. 26 C.Student's Special  
No. 161 C.Regular Model  
No. 56 C.

## ENDURA PENS.

Conklin Endura Pens are unconditionally and perpetually guaranteed. They offer every writer the highest writing efficiency and absolute assurance that the Pen will never cease to serve him.

No.	Length, Inches
67 C.	7 1/2
67 S. C.	6
67 R. C.	7 1/2
67 S. R.	6
37 S.	5 3/4
37 S. R.	5 3/4

Black, Gold Clip, Band and Lever  
Black, Gold Clip, Band and Lever  
Red, Gold Clip, Band and Lever  
Red, Gold Clip, Band and Lever  
Black, Gold Ring, Band and Lever  
Red, Gold Ring, Band and Lever

## BLACK PENS.

Conklin Black Pens have genuine iridium points that give smooth, easy writing qualities. They are made in three sizes: Long, Medium and Short. The long are fitted with gold clip, the short, usually with gold chatelaine or ring tip. Any pen can be fitted with a 3/16-inch gold band, at an extra cost. Illustrations are actual size.

## REGULAR MODEL PENS.

No.	Length, Inches	Color	Pattern and Gold Mounting
56 C.	7 1/2	Black	V. Design, Regular
761 C.	7 1/2	Black	V. Design with 1/2 Band
462 C.	7 1/2	Black	V. Design with 3/4 Band
26 C.	6 3/4	Black	V. Design, Regular
36 C.	6 3/4	Black	V. Design, Regular
461 R. C.	6 1/4	Red	Plain, Regular
26 S. C.	5 3/4	Black	V. Design, Regular

## STUDENT'S PENS.

The Conklin Student's Pens offer the scholar a dependable writing instrument of rich beauty and abundant serviceability.

No.	Length, Inches	Color	Pattern and Mounting
161 C.	6 3/4	Black	Basket Weave with 1/2 Band
1614 S.	4 3/4	Black	Basket Weave with Ring

## MIDGET PENS.

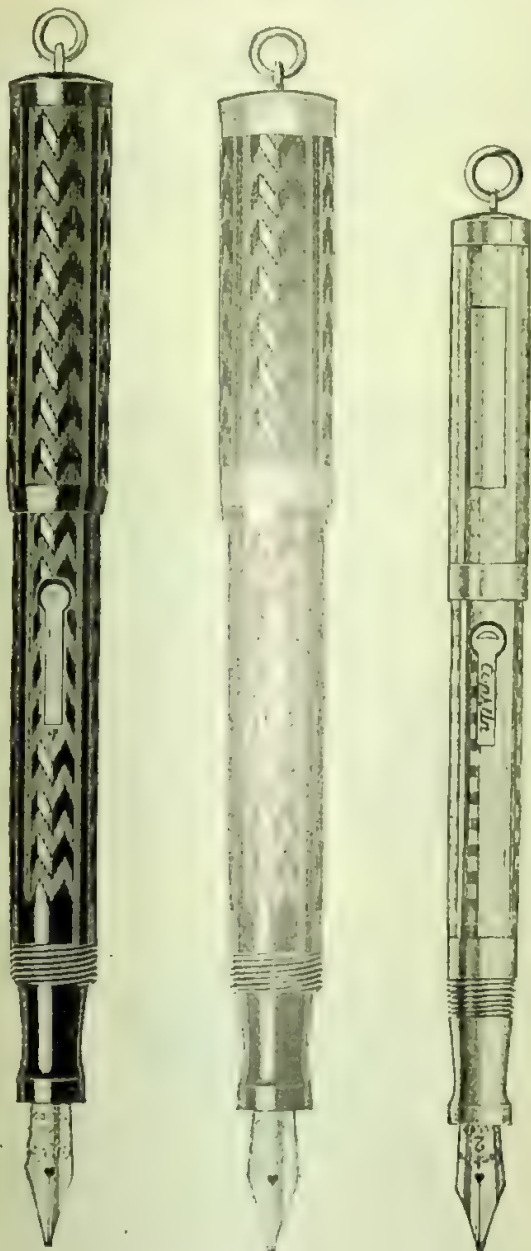
The Midget Pens offer a practical writing instrument in compact form to be carried in handbag or purse.

No.	Length, Inches	Color	Pattern and Mounting
113 S.	4 1/4	Black	Wave Design with Ring and Cap
114 S.	4 1/4	Black	Wave Design with Ring

Many large corporations buy all their printing from us. There is a reason

# CONKLIN PENS AND PENCILS.

## CHATELAINE MODELS AND METAL PENS.



Chatelaine Model  
No. 264P.

Chatelaine Model  
No. 2613P.

Gold Pen  
No. 327PB.

### CHATELAINE MODELS.

These models embody all of the features that have made the name Conklin synonymous with dependable Fountain Pens.

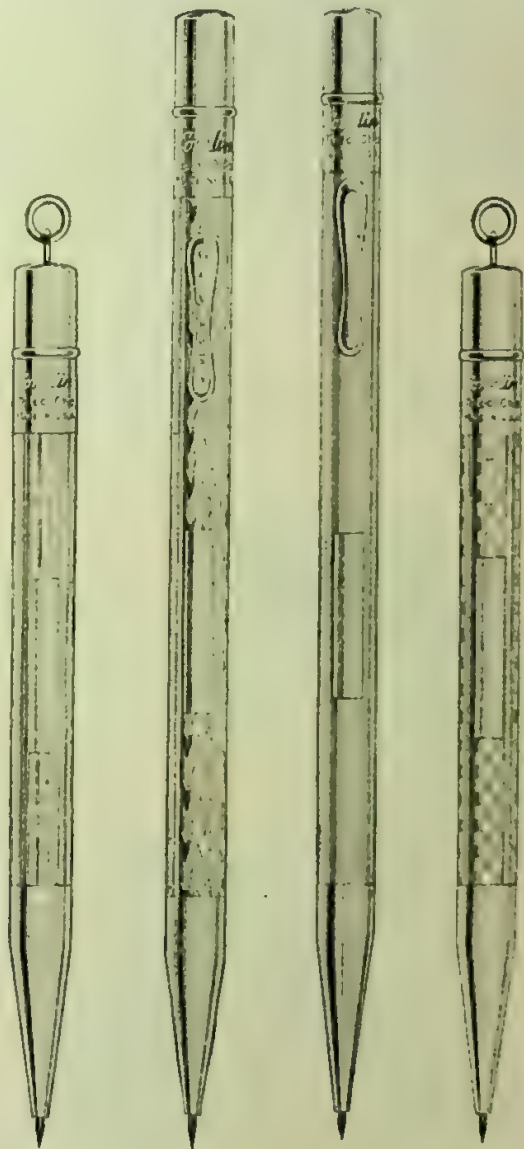
No.	Length Inches	Color	Design and Mounting.
264 P.	5 1/8	Black	V. Design, Gold Ring
2613 P.	5 1/2	Black	V. Design, Gold Ring, Tip and Band
2563 P.	4 3/4	Black	V. Design, Gold Ring, Tip and Band
25614 P.	4 3/4	Black	V. Design, Gold Ring and Band

### METAL PENS.

Conklin Metal Pens reflect artistic quality in design and finish. The chasing is richly and carefully done. They are made in four designs: Basket Weave (B), Colonial (E), V. Design (V) and Grecian (G).

No.	Length Inches	Metal	Designs
226 P.	4 3/8	Sterling Silver	B, E, V, G, with ring
227 P.	4 7/8	Yellow Gold	B, E, V, G, with ring
228 P.	4 7/8	Green Gold	B, E, V, G, with ring
326	6 1/2	Sterling Silver	B, E, V, G, no ring
327	6 1/2	Yellow Gold	B, E, V, G, no ring
328	6 1/2	Green Gold	B, E, V, G, no ring
326 P.	5 1/2	Sterling Silver	B, E, V, G, with ring
327 P.	5 1/2	Yellow Gold	B, E, V, G, with ring
328 P.	5 1/2	Green Gold	B, E, V, G, with ring

## AUTOMATIC PENCILS.



"Q"  
Pattern.

"1V"  
Pattern.

"2V"  
Pattern.

"B"  
Pattern.

### CONKLIN METAL PENCILS.

The Conklin Pencil is recognized as an outstanding achievement in the writing instrument industry. It is known as "the pencil with the long leads". The leads are 3 1/4 inches long and each pencil contains over two feet of them. The pencil propels, returns and expels the lead with smooth and positive action. The pencils are made in the long, 5 1/4 inches; the short, 4 inches, and the Midget, 3 1/4 inches. The short and the Midget lengths are made with Chatelaine Rings.

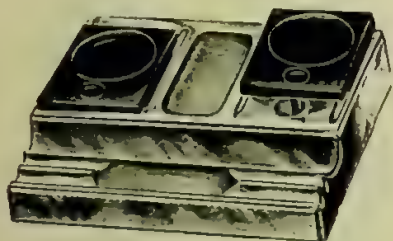
No.	Length	Pattern	Metal
1 V.	Long	1 V.	Silver Plate
4 B.	Long	B.	Yellow Gold
5 V.	Long	1 V.	Green Gold
2 G.	Long	G.	Sterling Silver
4 E.	Long	E.	Yellow Gold
1 V. S.	Short	1 V.	Silver Plate
2 B. S.	Short	B.	Sterling Silver
4 G. S.	Short	G.	Yellow Gold
4 V. S.	Short	V.	Yellow Gold
5 E. S.	Short	E.	Green Gold
5 G. S.	Short	G.	Green Gold
1 V. M.	Midget	1 V.	Silver Plate
4 E. M.	Midget	E.	Yellow Gold
4 G. M.	Midget	G.	Yellow Gold
5 B. M.	Midget	B.	Green Gold

# INKSTANDS.



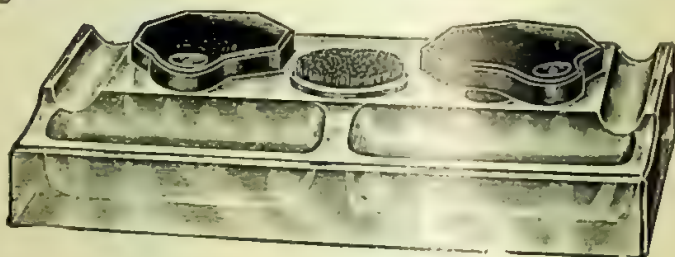
No. 40.

No. 30. Defiance is a handy inkstand with two inkwells, with hexagon-shaped covers which swing aside, pen wiper in the center, two large pin cups and two pen racks. Size 5x8 inches. Each \$



No. 95.

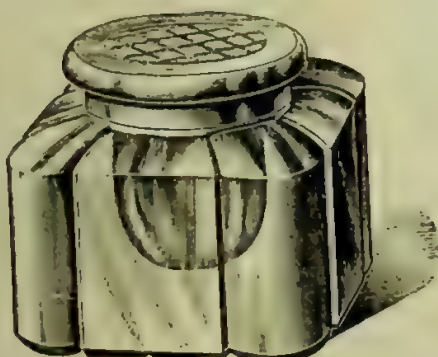
No. 95. Victor Double Inkstand is a very suitable inkstand made of Pressed Glass, with two ink-preserved inkwells which expose to the air only enough ink to properly load a pen. This inkwell is of the "low-visibility" type and yet has a large ink capacity. The tops of the well slide back in grooves made in the base to uncover the pen dip. The base can be furnished in two different colors to designate red and black ink, if desired. Base has convenient receptacles for pins, clips, etc., and pen rack. Size 5 3/4 x 7 1/4 inches. Each \$



No. 30.

## PRESSED GLASS INKSTANDS.

**Safety Inkstands.** These may be overturned without spilling the ink. In the bottom there is a rubber cork, which may be removed to clean the inkwell.



60. Bankers' Inkstand. It is universally used by banks, railroads and others. It is pressed glass, 2 1/2 inches square, with cover. Per dozen, \$ ; each \$

## RED INK BOTTLES.



The glass is thick and the well is fitted with a ground glass stopper.

No.	Diameter	Per Dozen	Each
308/2.	2 inches	\$	\$
308/2 1/2.	2 1/2 inches	\$	\$
308/3.	3 inches	\$	\$



Nos. 1 and 2 Safety.

No.	Description	Per Dozen	Each
1.	Safety. Round, 2 1/8-inch.	\$	\$
2.	Safety. Round, 2 3/4-inch.	\$	\$

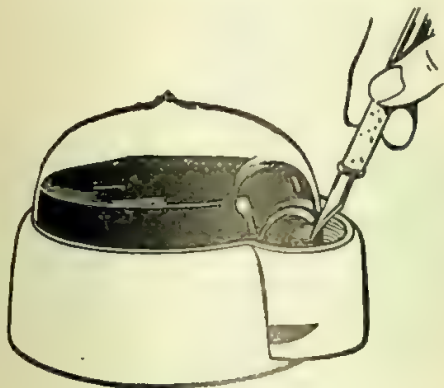


Nos. 3 and 5 Safety.

No.	Description	Per Dozen	Each
3.	Safety. Square base, 3 1/4-inch.	\$	\$
5.	Safety. Square base, 2 3/4-inch.	\$	\$

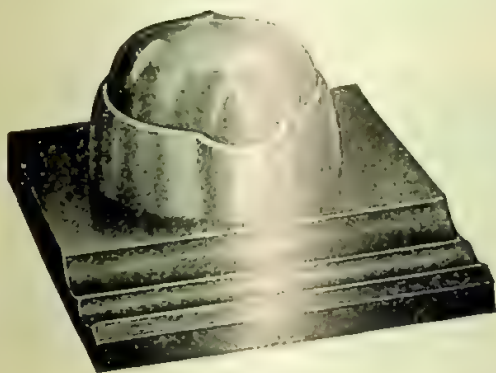
## INKSTANDS.

## ECLIPSE PNEUMATIC INKWELLS.



Style C. Round Standard, office size  
Style E. Round, small size

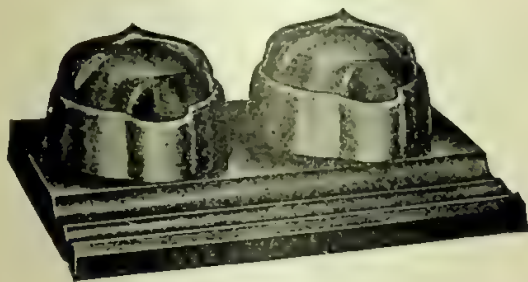
Each



Each

Style CLS. Single standard inkwell and base; base size, 5 1/4 x 6..... \$

Style ERS. Single small inkwell and base; base size, 4 3/4 x 4 3/4..... \$

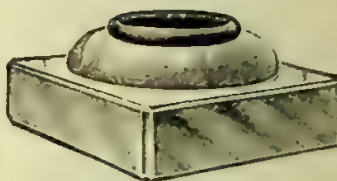


Each

Style CLD. Standard office size; base size, 6 x 8 3/4..... \$

Style ERD. Small size; base size, 5 1/4 x 6 3/4..... \$

## CAPITOL INKSTANDS.



Nos. 1 and 2.

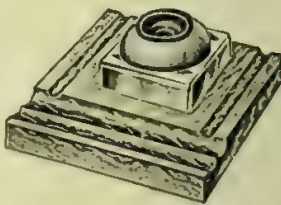


No. 55.

There are but two parts to the Capitol inkstand—a hard rubber funnel and the glass well. Just the right amount of ink is fed, and it is impossible to soil the holder.

- Each
- |     |          |   |  |    |
|-----|----------|---|--|----|
| 1.  | Capitol. | Square.                                     | Cut glass, 3 1/4 x 3 1/4 inches.....     | \$ |
| 2.  | Capitol. | Square.                                     | Pressed glass, 3 1/4 x 3 1/4 inches..... |    |
| 55. | Capitol. | Pressed glass, round, 3 x 1 1/4 inches..... |  |    |

Each



Nos. 90-A, 90-B.

- 90-A. Capitol. Library style single desk pattern, heavy Colonial Oak Base, 7 x 7 inches with square pressed glass ink well..... \$
- 90-B. Same, Mahogany base..... \$
- 60-A. Capitol. As above with 2 square pressed glass wells, Oak Base, 7 x 12 inches..... \$
- 60-B. Same, Mahogany base..... \$

Each

- 60-AR. Capitol. Same as No. 60-A but for Double Desk, Oak Base, 9 1/4 x 12 inches, 2 square pressed glass ink wells..... \$

- 60-BR. Same, Mahogany base..... \$

- 140-A. Capitol. As above, with 2 square pressed glass ink wells and sponge cup, Oak Base, 7 x 14 1/4 inches..... \$

- 140-B. Same, Mahogany Base..... \$

Each

- 9-A. Capitol. Library style. The base is oak 5 1/4 x 6 3/4 inches, with a square pressed glass well \$

- 9-B. Mahogany Base.... \$

- 6-A. Capitol. As above, but has two square pressed glass wells, Oak Base, 7 x 9 1/4 inches..... \$

- 6-B. Same, Mahogany Base..... \$

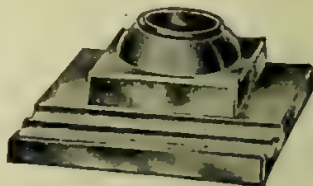
- 6-AR. Capitol. As No. 6-A, but is Double Desk Pattern, Oak Base, 8 1/4 x 9 3/4 inches, with two pressed glass ink wells... \$

- 6-BR. Same, Mahogany Base..... \$

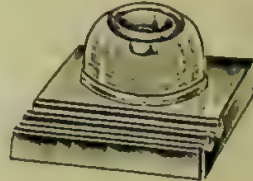


Nos. 9-A, 9-B.

Each



No. 40.



No. 551.

Each

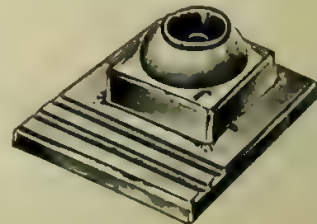
40. Capitol. The base is pressed glass, 6 x 6 1/4 x 1 inch fitted with a No. 2 ink stand. Complete..... \$

30. Capitol. As above, base is 6 x 11 x 1 inch and is fitted with two No. 2 inkstands. Complete..... \$

551. Capitol. Pressed glass, base 4 1/4 x 4 1/4 inches, single desk with one No. 55 well..... \$

552. Capitol. As above, base 4 1/4 x 7 1/4 inches, single desk with two No. 55 wells..... \$

Each



No. 41-A.

- 41-A. Capitol. For single desk. The base is plate cut glass, size 6 x 6 1/4 inches, with a square cut glass well. \$

- 31-A. Capitol. As above, double, base is 8 x 11 inches with 2 square cut glass wells.

On That Next Printing Order

Try

**"JOPCO SERVICE"**

We Guarantee Satisfaction

## THE "SENGBUSCH" SELF-CLOSING INKSTAND.

The "Sengbusch" Self-Closing Inkstand is more than a mere receptacle for ink. It is an ink preserver, and a time, trouble, and temper saver.

An easy, natural dip of the pen gives always the same amount of clean, fresh ink. It is always ready for the pen. Space permits mentioning only a few of the many features belonging exclusively to the "Sengbusch", viz.:

**Air-Tight—Dust-Proof—Non-Evaporating—Simple to Fill—Self-Adjusting—Instantly Ready.** A Combination of Utility, Durability, Cleanliness and Economy.

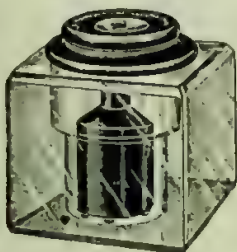
### SINGLE INKSTANDS.



No. 51. Plain Glass, 3 in. dia. \$ Each



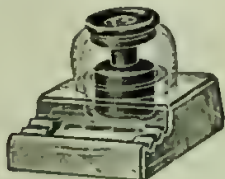
No. 55. Plain Glass, 3 in. dia. \$ Each  
No. 61. Plain Glass, 2½ in. dia.



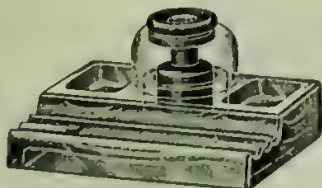
No. 52. Cut Glass, 3 in. sq. \$ Each  
No. 53. Plain Glass, 3 in. sq.  
No. 54. Cut Glass, 3½ in. sq. \$ Each  
No. 54a. Cut Glass, 4 in. sq.

### PRESSED GLASS BASE SETS.

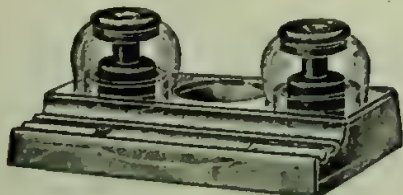
A Highly Attractive Base at a Moderate Price.



No. 300. For Single Desk with one No. 56. \$ Each  
No. 301. For Double Desk with one No. 56.



No. 310. For Single Desk with one No. 56. \$ Each  
No. 311. For Double Desk with one No. 56.

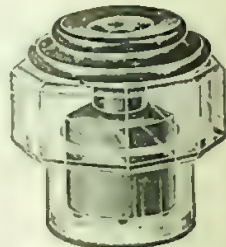


No. 320. For Single Desk with two No. 56. \$ Each  
No. 321. For Double Desk with two No. 56.

### COUNTERSUNK INKSTANDS.



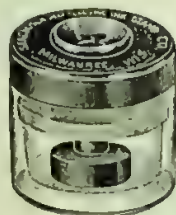
No. 56. Plain Glass, 2¾ in. dia. \$ Each  
No. 60. Plain Glass, 3 in. dia.



No. 57. Cut Glass, 3 in Octagon \$ Each

The above inkstands set into round hole in desk, or in bases.

### "THE HOME AND OFFICE SPECIAL."



This little inkwell possesses the same Self-Closing features as all other "Sengbusch" inkstands, yet it is constructed differently. In the regular "Sengbusch" commercial stands the hard rubber buoyant float is incased in a hard rubber casing, commonly termed the "fountain". In the No. 62 this same float operates in a glass sleeve set in a cork gasket.

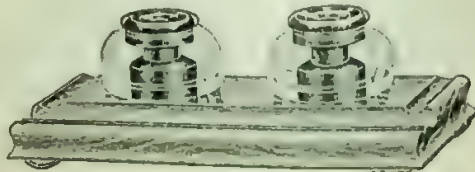
The No. 62 is bought chiefly where space does not permit using the larger "Sengbusch" stands, otherwise the latter are preferred.

No. 62. Plain Glass, 2¼ in. dia. Each \$

### STANDARD BASE SETS.



No. 131. Oak Base for Single Desk with one No. 56. \$ Each  
No. 132. Mah. Base for Single Desk with one No. 56.  
No. 133. Oak Base for Double Desk with one No. 56.  
No. 134. Mah. Base for Double Desk with one No. 56.



No. 141. Oak Base for Single Desk with two No. 56. \$ Each  
No. 142. Mah. Base for Single Desk with two No. 56.  
No. 143. Oak Base for Double Desk with two No. 56.  
No. 144. Mah. Base for Double Desk with two No. 56.

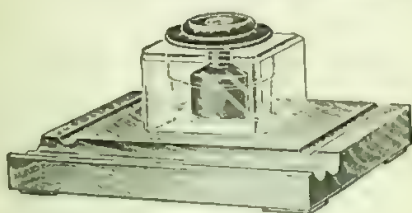


No. 151. Oak Base for Single Desk with two No. 56. \$ Each  
No. 152. Mah. Base for Single Desk with two No. 56.  
No. 153. Oak Base for Double Desk with two No. 56.  
No. 154. Mah. Base for Double Desk with two No. 56.

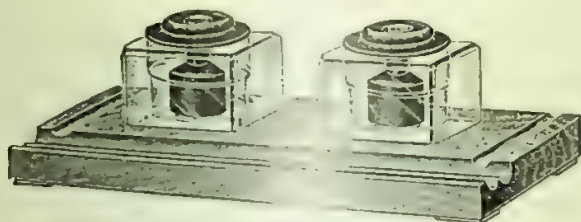
Are your records protected from fire?—If not, you need an Allsteel Safe

**"SENGBUSCH" COLONIAL BASE SETS.**

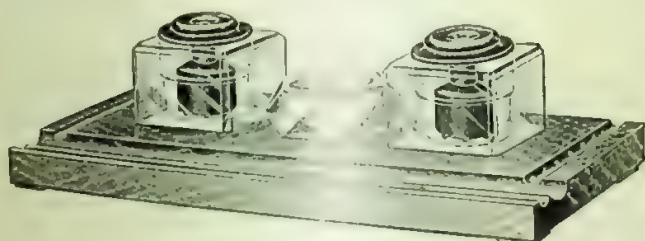
With No. 52 Cut Glass Inkstand.



- Above illustrates Nos. 401 and 402. Each \$
401. Oak Base for Single Desk with one No. 52
402. Mah. Base for Single Desk with one No. 52
403. Oak Base for Double Desk with one No. 52
404. Mah. Base for Double Desk with one No. 52

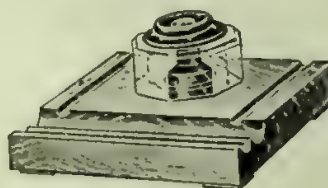


- Above illustrates Nos. 411 and 412. Each \$
411. Oak Base for Single Desk with two No. 52
412. Mah. Base for Single Desk with two No. 52
413. Oak Base for Double Desk with two No. 52
414. Mah. Base for Double Desk with two No. 52

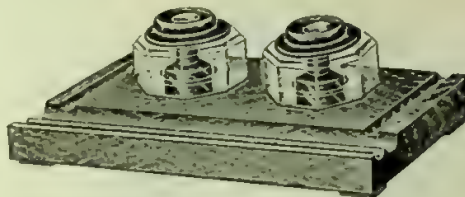


- Above illustrates Nos. 421 and 422. Each \$
421. Oak Base for Single Desk with two No. 52
422. Mah. Base for Single Desk with two No. 52
423. Oak Base for Double Desk with two No. 52
424. Mah. Base for Double Desk with two No. 52

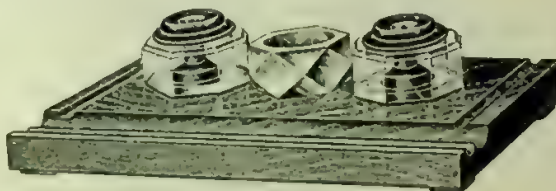
With No. 57 Cut Glass Inkstand.



- Above illustrates Nos. 431 and 432. Each \$
431. Oak Base for Single Desk with one No. 57
432. Mah. Base for Single Desk with one No. 57
433. Oak Base for Double Desk with one No. 57
434. Mah. Base for Double Desk with one No. 57



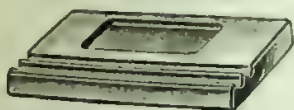
- Above illustrates Nos. 441 and 442. Each \$
441. Oak Base for Single Desk with two No. 57
442. Mah. Base for Single Desk with two No. 57
443. Oak Base for Double Desk with two No. 57
444. Mah. Base for Double Desk with two No. 57



- Above illustrates Nos. 451 and 452. Each \$
451. Oak Base for Single Desk with two No. 57
452. Mah. Base for Single Desk with two No. 57
453. Oak Base for Double Desk with two No. 57
454. Mah. Base for Double Desk with two No. 57

**WHITE CUT AND PRESSED GLASS BASES.**

For 3 in. and 3½ in. Square Inkstands (Nos. 52, 53, and 54) and 3 in. Round Inkstands (Nos. 51 and 55).

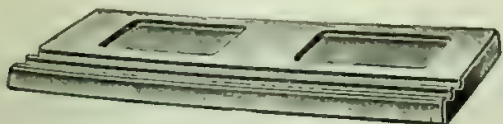


Above illustrates Square Hole, Nos. 230 and 232.

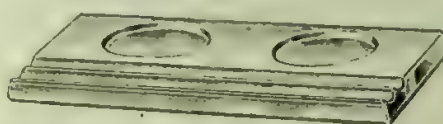


Above illustrates Round Hole, Nos. 234 and 236.

- Above illustrates Square Hole, Nos. 230 and 232. Each \$
230. Cut Glass for Sing. Desk with one 3 in. Sq. Hole.
- 230a. Cut Glass for Sing. Desk with one 3½ in. Sq. Hole.
231. Cut Glass for Dbl. Desk with one 3 in. Sq. Hole.
- 231a. Cut Glass for Dbl. Desk with one 3½ in. Sq. Hole.
232. Pressed Glass for Sing. Desk with one 3 in. Sq. Hole.
- 232a. Pressed Glass for Sing. Desk with one 3½ in. Sq. Hole.
233. Pressed Glass for Dbl. Desk with one 3 in. Sq. Hole.
- 233a. Pressed Glass for Dbl. Desk with one 3½ in. Sq. Hole.
234. Cut Glass for Sing. Desk with one 3 in. Rd. Hole.
235. Cut Glass for Dbl. Desk with one 3 in. Rd. Hole.
236. Pressed Glass for Sing. Desk with one 3 in. Rd. Hole.
237. Pressed Glass for Dbl. Desk with one 3 in. Rd. Hole.



- Above illustrates Square Hole, Nos. 240 and 242. Each \$
240. Cut Glass for Sing. Desk with two 3 in. Sq. Holes.
- 240a. Cut Glass for Sing. Desk with two 3½ in. Sq. Holes.
241. Cut Glass for Dbl. Desk with two 3 in. Sq. Holes.
- 241a. Cut Glass for Dbl. Desk with two 3½ in. Sq. Holes.
242. Pressed Glass for Sing. Desk with two 3 in. Sq. Holes.
- 242a. Pressed Glass for Sing. Desk with two 3½ in. Sq. Holes.
243. Pressed Glass for Dbl. Desk with two 3 in. Sq. Holes.
- 243a. Pressed Glass for Dbl. Desk with two 3½ in. Sq. Holes.



Above illustrates Round Hole, Nos. 244 and 246.

- Above illustrates Round Hole, Nos. 244 and 246. Each \$
244. Cut Glass for Sing. Desk with two 3 in. Rd. Holes.
245. Cut Glass for Dbl. Desk with two 3 in. Rd. Holes.
246. Pressed Glass for Sing. Desk with two 3 in. Rd. Holes.
247. Pressed Glass for Dbl. Desk with two 3 in. Rd. Holes.



Above illustrates Square Hole, Nos. 250 and 252.

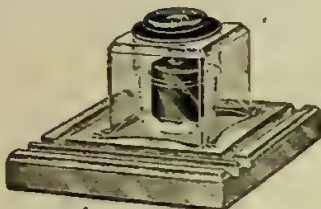
- Above illustrates Square Hole, Nos. 250 and 252. Each \$
250. Cut Glass for Sing. Desk with two 3 in. Sq. Holes.
- 250a. Cut Glass for Sing. Desk with two 3½ in. Sq. Holes.
251. Cut Glass for Dbl. Desk with two 3 in. Sq. Holes.
- 251a. Cut Glass for Dbl. Desk with two 3½ in. Sq. Holes.
252. Pressed Glass for Sing. Desk with two 3 in. Sq. Holes.
- 252a. Pressed Glass for Sing. Desk with two 3½ in. Sq. Holes.
253. Pressed Glass for Dbl. Desk with two 3 in. Sq. Holes.
- 253a. Pressed Glass for Dbl. Desk with two 3½ in. Sq. Holes.
254. Cut Glass for Sing. Desk with two 3 in. Rd. Holes.
255. Cut Glass for Dbl. Desk with two 3 in. Rd. Holes.
256. Pressed Glass for Sing. Desk with two 3 in. Rd. Holes.
257. Pressed Glass for Dbl. Desk with two 3 in. Rd. Holes.

\*Includes Cut Glass Pin Cup. †Includes Pressed Glass Pin Cup.

**"SENGBUSCH" EMERALINE BASE SETS.**

SELECTED QUALITY PLATE GLASS, HAND CUT AND HIGHLY POLISHED.

With No. 52 Cut Glass Inkstand.

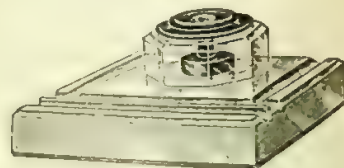


Above illustrates No. 200.

- No. 200. For Single Desk with one No. 52. \$  
 201. For Double Desk with one No. 52.

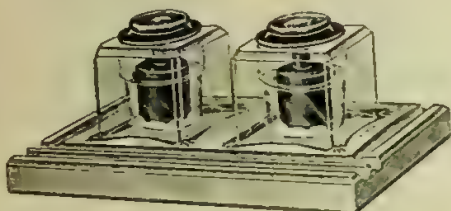
These sets are very attractive, and add materially to the effect of a well-equipped office. No first-class office equipment is complete without them. Just the thing for Executives' offices, Bankers' desks and Directors' tables.

With No. 57 Cut Glass Inkstand.



Above illustrates No. 202.

- No. 202. For Single Desk with one No. 57. \$  
 203. For Double Desk with one No. 57.



Above illustrates No. 210.

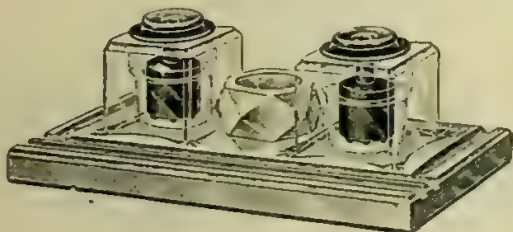
- No. 210. For Single Desk with two No. 52. \$  
 211. For Double Desk with two No. 52.

The bases are a beautiful tint of green and the inkstands a crystal white, making a combination that is very attractive.



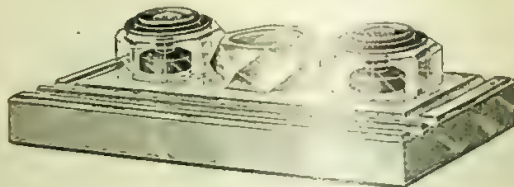
Above illustrates No. 212.

- No. 212. For Single Desk with two No. 57. \$  
 213. For Double Desk with two No. 57.



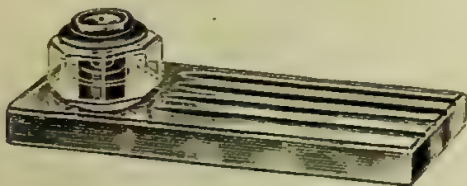
Above illustrates No. 220.

- No. 220. For Single Desk with two No. 52. \$  
 221. For Double Desk with two No. 52.

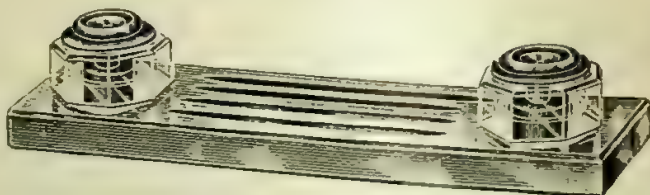


Above illustrates No. 222.

- No. 222. For Single Desk with two No. 57. \$  
 223. For Double Desk with two No. 57.



- No. 364. 1 in. thick Base, with one No. 57. \$

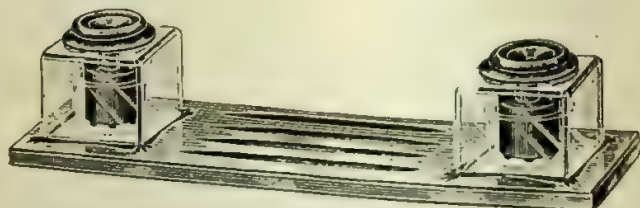


- No. 366. 1 in. thick Base, with two No. 57. \$



Above illustrates No. 360.

- No. 360. 1 in. thick Base, with one No. 52. \$  
 362. 1/2 in. thick Base, with one No. 52.



Above illustrates No. 363, 1/2 in. Thick Base.

- No. 361. 1 in. thick Base, with two No. 52. \$  
 363. 1/2 in. thick Base, with two No. 52.

Above illustrates No. 206.  
SINGLE DESK.

- No. 206. 1 in. thick Base, with one No. 57. \$  
 216. 1 in. thick Base, with two No. 57. \$  
 226. 1 in. thick Base, with two No. 57.

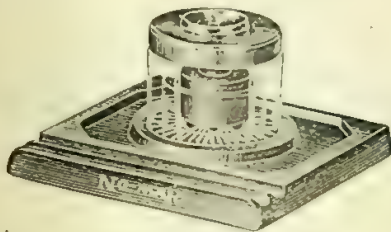
Above illustrates No. 227.  
DOUBLE DESK.

- No. 207. 1 in. thick Base, with one No. 57. \$  
 217. 1 in. thick Base, with two No. 57. \$  
 227. 1 in. thick Base, with two No. 57.

Let us help you with your filing problems—This service is free

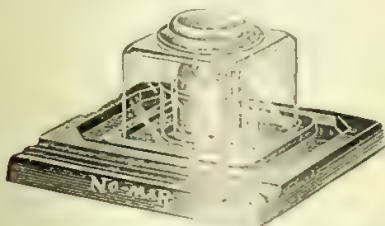
## SENGBUSCH "NO-MAR" RUBBER INKSTAND BASES.

These bases are made of flexible, medium hard, colored rubber and cannot scratch or mar the desk. The under-surface of the base is deeply corrugated which prevents the base from slipping. They are made in attractive shades of brown and green and are very attractive additions to any desk. Being made of rubber, they can be easily cleaned and kept clean and are practically indestructible. A complete set consisting of base and inkstands, or the base only, can be furnished.



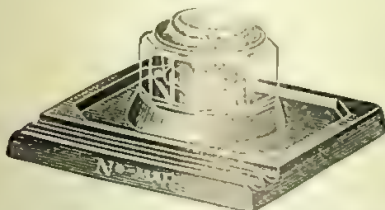
No-Mar Base for one round inkstand, either Sengbusch No. 51 or No. 55. For single desk.

No.	Set	Base
624. Brown, with either inkstand.....	\$	\$
625. Green, with either inkstand.....		



No-Mar Base for one square Sengbusch inkstand, No. 52. For single desk.

No.	Set	Base
628. Brown.....	\$	\$
630. Green.....		



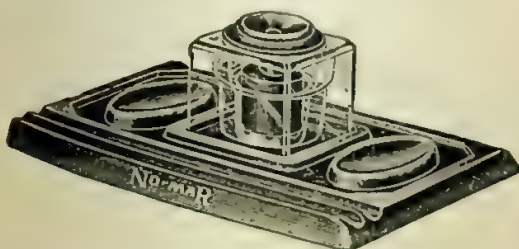
No-Mar Base for one Octagon Sengbusch Inkstand, No. 56 or No. 57. For single desk.

No.	Set	Base
632. Brown, with No. 56 inkstand.....	\$	\$
632. Brown, with No. 57 inkstand.....		
634. Green, with No. 56 inkstand.....		
634. Green, with No. 57 inkstand.....		



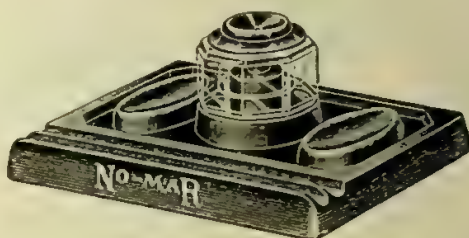
No-Mar Base for one round Sengbusch Inkstand, either No. 51 or No. 55, with pin cup on each end.

No.	Set	Base
600. Brown, single desk, with inkstand.....	\$	\$
601. Brown, double desk, with inkstand.....		
602. Green, single desk, with inkstand.....		
603. Green, double desk, with inkstand.....		



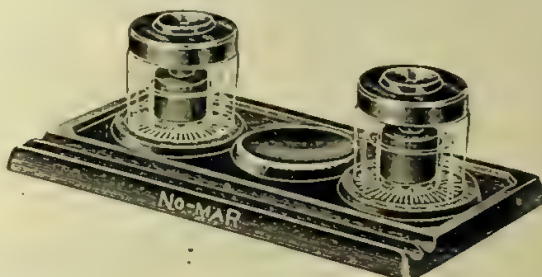
No-Mar Base for Sengbusch No. 52 Square Inkstand, with Pin Cup on each end.

No.	Set	Base
608. Brown, single desk, with inkstand.....	\$	\$
609. Brown, double desk, with inkstand.....		
610. Green, single desk, with inkstand.....		
611. Green, double desk, with inkstand.....		



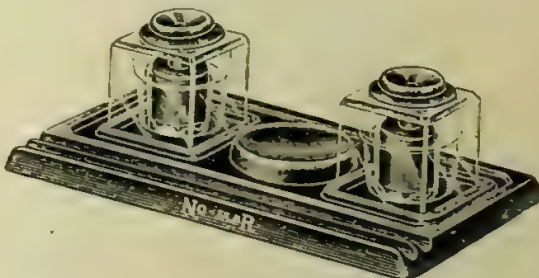
No-Mar Base for Sengbusch No. 56 or No. 57 Countersunk Inkstands with Pin Cup on each end.

No.	Set	Base
616. Brown, single desk, with No. 56 inkstand.....	\$	\$
616. Brown, single desk, with No. 57 inkstand.....		
617. Brown, double desk, with No. 56 inkstand.....		
617. Brown, double desk, with No. 57 inkstand.....		
618. Green, single desk, with No. 56 inkstand.....		
618. Green, single desk, with No. 57 inkstand.....		
619. Green, double desk, with No. 56 inkstand.....		
619. Green, double desk, with No. 57 inkstand.....		



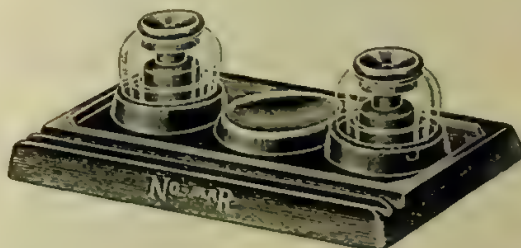
No-Mar Base with two No. 51 or No. 55 Sengbusch Inkstands, with Pin Cup in center.

No.	Set	Base
604. Brown, single desk, with inkstands.....	\$	\$
605. Brown, double desk, with inkstands.....		
606. Green, single desk, with inkstands.....		
607. Green, double desk, with inkstands.....		



No-Mar Bases for two No. 52 Sengbusch Inkstands, with one Pin Cup in center.

No.	Set	Base
612. Brown, single desk, with inkstands.....	\$	\$
613. Brown, double desk, with inkstands.....		
614. Green, single desk, with inkstands.....		
615. Green, double desk, with inkstands.....		



No-Mar Base for two No. 56 or 57 Sengbusch Inkstands, Pin Cup in center.

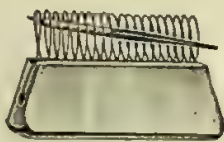
No.	Set	Base
620. Brown, single desk, with No. 56 inkstands.....	\$	\$
620. Brown, single desk, with No. 57 inkstands.....		
621. Brown, double desk, with No. 56 inkstands.....		
621. Brown, double desk, with No. 57 inkstands.....		
622. Green, single desk, with No. 56 inkstands.....		
622. Green, single desk, with No. 57 inkstands.....		
623. Green, double desk, with No. 56 inkstands.....		
623. Green, double desk, with No. 57 inkstands.....		

## PENHOLDER RACKS AND TRAYS.

### PENHOLDER RACKS.

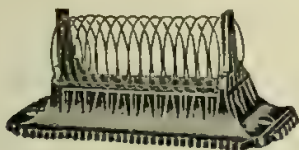


Nos. 114 and 115

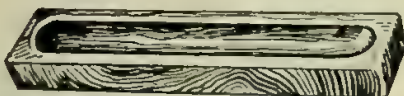


"Adair"

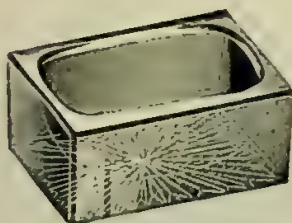
114. **Challenge.** The frame is japanned, with coppered wire springs. Per dozen, \$ ; each \$  
 115. **Challenge.** Both frame and wire spring are nickel plated. Per dozen, \$ ; each \$  
**Adair Spiral.** The base is a glass block, the spiral being heavy brass wire. Per dozen, \$ ; each \$



18. **Spiral.** It is iron, bronze green finish, with large coiled brass wire. Per dozen, \$ ; each \$



- No. 260. **Composition Pen Holder Tray,** size 2 1/4 x 9 inches. Oak and mahogany finish, similar to cut. Per dozen, \$ ; each, \$



- No. 323. Made of pressed glass of crystal clearness. Size 3x2 inches. Per dozen, \$ ; each \$



Cut Glass Paper Weight and Tray.

Made of a clear, solid block of French plate glass, accurately cut and highly finished. The concave feature can be used as pin or clip tray—or as an ash receptacle. Size 5x3x1 1/4 inches. Each \$



Nos. 1 and 2.

1. **Oval, Iron.** Black japanned, 10 ounces. Per dozen, \$ ; each \$  
 2. **Oval, Iron.** Black japanned, 1 pound. Per dozen, \$ ; each \$

### GLASS PENHOLDER BLOCKS.

This series is ornamental to a desk, and combines a paper weight and pen rack in one article.

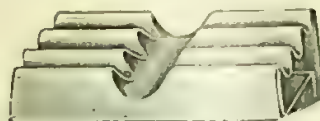


Nos. 520P, 520C.



Nos. 521P, 521C.

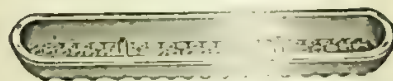
- 520P. **Pen Block.** Pressed glass, 3 3/4 x 2 3/8 inches ..... Each \$  
 520C. **Pen Block.** Same as No. 520P, in cut glass. ....  
 521P. **Pen Block.** Pressed glass 5 1/4 x 2 3/8 inches .....  
 521C. **Pen Block.** Same as No. 521P in cut glass. ....



Nos. 535P, 535C.

- 535P. **Pen Block.** Pressed glass, 5 1/2 x 2 1/2 inches ... Each \$  
 535C. **Pen Block.** Cut glass, same size and style as No. 535P ..... Each

### PENHOLDER TRAYS.



- 4030-9. **Glass.** It is 10 inches long, with round ends, cross bars inside. .... Each \$  
 4031-9. **Glass.** It is 9 1/4 inches long, with square ends, fluted sides, and cross bars inside. .... Each

### PIN CUPS.



No. 180.

- No. 180. **Three-Part Glass Tray.** Made of clear pressed glass with 3 partitions for pins, clips, etc. Size 6x3x1 1/2 inches. Per dozen, \$ ; each \$  
 No. 187. **Two-Part Glass Tray.** Same as No. 180, but two parts. Size 3x4 inches. Per dozen, \$ ; each

### PAPER WEIGHTS.

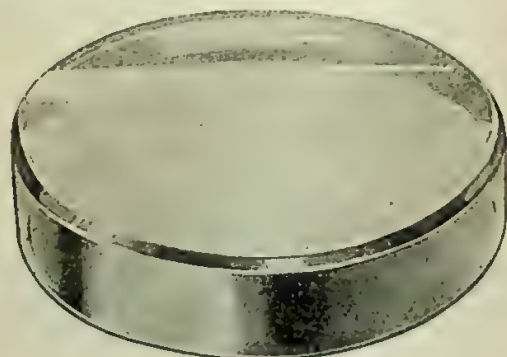


PLATE GLASS PAPER WEIGHTS.

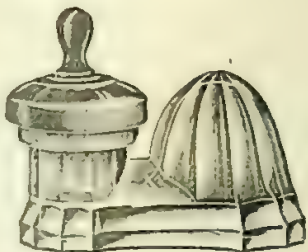
3/4-inch Glass, Perfect in Finish and Quality.

- No. 15. **Round,** 3 in. in diameter ..... Each \$  
 No. 16. **Oval,** 3x4 inches .....  
 No. 14A. **Oblong** 2 1/2 x 4 inches .....

## MUCILAGE STANDS AND BRUSHES.

Reservoir.  
Reservoir, 6-ounce.  
Atmospheric pressure  
allows only the right  
amount of mucilage  
to come into the open  
cup, thus preventing  
evaporation. Each \$

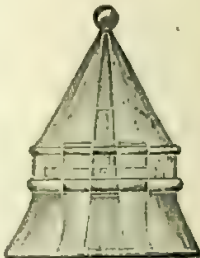
Reservoir, 10-ounce.  
As above, larger.  
..... Each \$



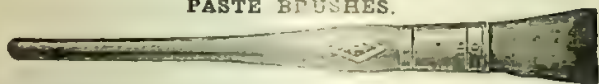
Ideal. Made of Crystal glass with  
nickel cover and enamel brush.  
Has a wire for wiping excess mu-  
cilage from brush. Capacity 4 oz.  
Diameter, 3 inches.....Each \$

## Scattergood Mucilage Stand.

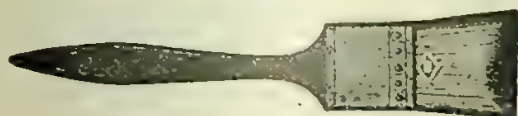
An inner glass cylinder serves  
as a "wipe-off", preventing  
mucilage coming in contact with  
the edge of the bottle. The cover  
will not stick, but the edges  
being ground it is air tight.  
The brush is entirely covered  
within the bottle, yet is not  
soiled....Per dozen, \$ ; each



## PASTE BRUSHES.



1. Small, white bristle, 5 1/4 inch long. Per dozen, \$ ; each \$
2. Large, 9-inch long, 1 1/4 inch brush. Per dozen, \$ ; each



- 1-inch flat. Natural finish handle, metal ferrule, white  
bristles, flat style, 7-inch long, 1-inch brush.  
Per dozen, \$ ; each \$
- 1 1/4-inch flat. Same, 8-inch long, 1 1/4 inch brush.  
Per dozen, \$ ; each

## SPONGE CUPS.

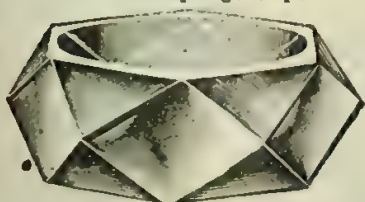
## Bankers' Sponge Cups.

These are plain pressed glass, round.  
Per Dozen Each

3. 3 -inch, diameter.... \$
- 3 1/2. 3 1/2-inch, diameter....
4. 4 -inch, diameter....



## Cut Glass Sponge Cups.



- 472/2 1/4. Cut glass, diamond facets, 2 1/4-inch.... Per Dozen Each \$ \$
- 472/3. Cut glass, diamond facets, 3 -inch....
- 472P. Pressed glass, diamond facets, 3-inch....

## SPONGES.

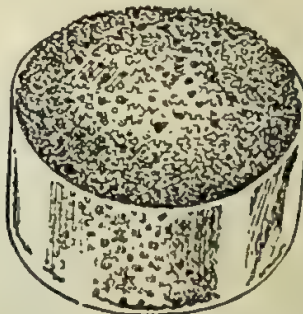
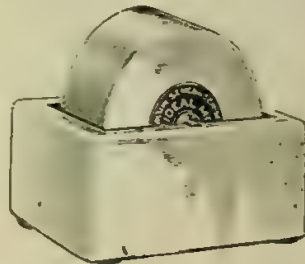
1. Medium.....Per dozen, \$ ; each \$
2. Large.....Per dozen, \$ ; each \$

## MOISTENERS.



"Peerless" Moistener. Aluminum cup, 4 inches in diame-  
ter, strainer top. A heavy felt wick brings the moisture  
to the top, through which the dampness percolates. Each \$  
Extra Wicks.....Per dozen, \$ ; each

Ideal. Made of glazed  
porcelain and solid  
brass (nickel plated),  
no sponges, rubbers or  
felts, all sediment is  
deposited in bottom  
of bath, the sanitary  
way to moisten stamps,  
envelopes, fingers, etc.  
Each \$

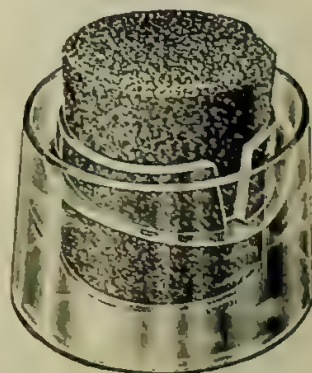


No. 1 Defiance Moist-  
ener. Size 3-inch diam-  
eter. Made of glass with  
a rubber featheredge  
sponge. This is one of the  
most popular moisteners  
on the market. Each, \$

## SENGBUSCH "NO-OVER-FLO" SPONGE CUPS.

Has an inner over-flow  
chamber, so that when the  
sponge is pressed, the con-  
tents do not over-flow over  
the outer edge; when pres-  
sure is released, liquid  
flows back into sponge.  
Cup is made of Pressed  
Glass, 2 1/4 in. high, 4 1/4 in.  
in diameter, is of substan-  
tial weight (28 ounces), so  
it is not easily upset.

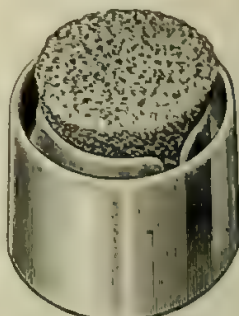
- No. 1. Crystal Glass.  
Complete with  
Rubber Sponge...\$  
Cup only.....\$  
Red Rubber Sponge  
only.....



This No-Over-Flo Sponge Cup is  
made of composition. It has the same  
inner drain that prevents slopping  
and splashing as the glass cup shown  
above.

- No. 10. Maroon Composition.  
Complete with sponge.....\$  
Cup only.....\$

- No. 11. Green Composition.  
Complete with sponge.....\$  
Cup only.....\$



O-12.

## CARTER'S INX.

**CARTER'S WRITING FLUID.**

This standard office ink flows freely, writing a dark blue and turns to a deep unfading black.

- |                     |               |           |
|---------------------|---------------|-----------|
| 11. Quarts...       | Per dozen, \$ | : each \$ |
| 12. Pints...        | Per dozen,    | : each    |
| 13. Half Pints      | Per dozen,    | : each    |
| 18. 3 Ounce Square, | Per dozen,    | : each    |
| 19. 2 Ounce Square, | Per dozen,    | : each    |

**CARTER'S REALBLACK INK.**

Writes a rich, true black at the start. Free flowing and absolutely permanent. An ideal ink for checks and important papers.

- |                            |               |           |
|----------------------------|---------------|-----------|
| 711. Quarts, with pourout, | Per dozen, \$ | : each \$ |
| 712. Pints, with pourout,  | Per dozen,    | : each    |

**CARTER'S BLUE INK.**

Original brilliant color, flows freely and gives one good copy.

- |                           |               |           |
|---------------------------|---------------|-----------|
| 61. Quarts...             | Per dozen, \$ | : each \$ |
| 62. Pints...              | Per dozen,    | : each    |
| 69. 3-Ounce Square Bottle | Per dozen \$  | : each    |

**CARTER'S CARMINE INK.**

A non-copying, fiery red ink, which does not bronze, smutch or offset. It is the ideal contrast ink for writing and ruling.

- |                               |               |           |
|-------------------------------|---------------|-----------|
| 381. Quarts, with pourout,    | Per dozen, \$ | : each \$ |
| 382. Pints, with pourout,     | Per dozen,    | : each    |
| 383. 1/2 pints, with pourout, | Per dozen, \$ | : each    |
| 388. 3-Ounce Squares,         | Per dozen,    | : each    |
| 389. 2-Ounce Squares,         | Per dozen,    | : each    |

**CARTER'S HOUSEHOLD INKS.**

Fancy colors, attractively bottled with milled wood top.

- |                                   |           |         |
|-----------------------------------|-----------|---------|
|                                   | Per dozen | Each \$ |
| 198. 1 1/4-oz. Squares, Red...    | \$        |         |
| 197. 1 1/4-oz. Squares, Violet... |           |         |
| 196. 1 1/4-oz. Squares, Blue...   |           |         |
| 195. 1 1/4-oz. Squares, Green...  |           |         |

**CARTER'S RUBBER STAMP INK.**

These inks have a brilliant, rich color, do not smutch. They make clear, permanent impressions. Colors: Fast Red, Blue, Purple, Green or Black.

- |   |               |           |
|---|---------------|-----------|
| 411. 1 1/4-ounce Round, aluminum screw cap, double sealing stopper, brush with colored enameled handle. | Per dozen, \$ | : each \$ |
| 414. Half Pints, colored shellacked corks.  | Per dozen, \$ | : each \$ |



- |  |               |            |
|--|---------------|------------|
| 415. Pints, colored shellacked corks.  | Per dozen, \$ | : each, \$ |
| 416. Quarts, colored shellacked corks. | Per dozen, \$ | : each,    |

**CARTER'S FOUNTAIN PEN INK.**

A very clean, free flowing blue-black ink. manufactured with particular reference to the requirements of fountain pens, best for all makes.

- |                       |               |           |
|-----------------------|---------------|-----------|
| 240. Quarts...        | Per dozen, \$ | : each \$ |
| 241. Pints...         | Per dozen,    | : each    |
| 241 1/2. Half Pint    | Per dozen,    | : each    |
| 247. 2-Ounce Squares, | Per dozen,    | : each    |

**CARTER'S COLORED FOUNTAIN PEN INK.**

- |                |                 |           |
|----------------|-----------------|-----------|
|                | 2-Ounce Panels. |           |
| 547. Violet... | Per dozen, \$   | : each \$ |
| 557. Green...  | Per dozen       | : each    |
| 567. Blue...   | Per dozen,      | : each    |
| 577. Red...    | Per dozen,      | : each    |
| 587. Black...  | Per dozen,      | : each    |

**CARTER'S TRAVELLERS CASE FOUNTAIN PEN INK.**

- |  |               |           |
|--|---------------|-----------|
| 518. 1-oz. Round, screw cap, in wooden case, for self-filling pen. | Per dozen, \$ | : each \$ |
|--|---------------|-----------|

## INKS AND COLORS.

**CARTER'S COMBINED WRITING AND COPYING INK.**

It gives one or two copies years after writing. It writes blue, turning black.

1. Quarts....Per dozen, \$ ; each \$  
2. Pints.....Per dozen, ; each

**CARTER'S PENCRAFT INK.**

A combined office and fountain pen fluid, blue black, permanent, will not clog.

611. Quarts.....Each \$  
612. Pints.....Each  
613. Half Pints.....Each  
618. 3-Ounce Square Bottle Each  
616. 3-Ounce Fountain Pen-Filler Each

**CARTER'S GREEN INK.**

These free-flowing inks write and dry intense colors.

- Per dozen Each  
61. Quarts, Green.....\$  
62. Pints, Green.....\$  
59. 2-Oz. Squares.....

**CARTER'S VIOLET INK.**

Writing and copying.

- Per dozen Each  
41. Quarts.....\$  
42. Pints.....\$  
49. 3-Oz. Square Bottle

**CARTER'S VELVET SHOW CARD COLORS.**

For price tickets, show cards, signs, writing on glass, etc. Flows easily and smoothly. Made in 12 shades, Black, Lustre Black, Dark Blue, Light Blue, Dark Red, Light Red, Dark Green, Light Green, Lavender, Brown, White, Orange, Yellow.

532. Pints, wide mouth screw cap, in individual corrugated paper boxes.

Per dozen, \$ ; each \$

533. Half-pints, wide mouth screw cap, in individual corrugated paper boxes.

Per dozen, \$ ; each \$

**CARTER'S GOLD INK.**

For fancy writing, or ornamental work, with a pen. Writes a rich, lustrous gold.

431. 1/2-oz. round.  
Per dozen, \$ ; each \$

**CARTER'S WHITE INK.**

For writing on dark paper. Especially handy for writing on the leaves of photograph albums.

441. 1-oz. Cylinders, white top. Per dozen, \$ ; each \$

**CARTER'S NUMBERING MACHINE INK.**

For use on all makes of numbering machines and metal dating stamps. Will not affect the type. Made in both Record and Copying in black, blue green, purple and red. Record will be sent unless copying is specified.

422. 1/2-oz. Round, with enameled handle brush stopper. Per dozen, \$ ; each, \$

**REFLEX BLUE-BLACK WRITING FLUID.**

This ink writes a brilliant Blue, turning to a Jet Black, guaranteed to be free-flowing, quick-drying, permanent, and a most satisfactory Writing Ink for general purposes.

- No. Each  
5. Quarts.....\$  
6. Pints.....  
7. Half Pints.....  
8. 2-Oz. Squares.....

**REFLEX SHOW CARD COLORS.**

Non-gloss finish, for making price tickets, show cards and signs; also marking on windows, soda fountain mirrors, etc. Ready for immediate use. These colors run true to shade, are thoroughly ground, dry rapidly and hard. Made in 17 shades.

- |              |            |            |
|--------------|------------|------------|
| Black        | White      | Lavender   |
| Brown        | Yellow     | Orange     |
| Dark Blue    | Light Blue | Dark Green |
| Light Green  | Dark Red   | Light Red  |
| Light Yellow | Purple     | Maroon     |
| Magenta      | Gold       |            |

- Each  
Gallon Stone Jugs.....\$  
Quart Bottles.....  
Pint Bottles.....  
Half Pint Bottles.....  
2-Oz. Cylinder Bottles.....

Specify colors wanted.

Inks cannot be shipped safely between November 1st and March 1st because of danger of freezing in transit. It is wise to anticipate your ink requirements and order your winter supply early.

## WRITING AND DRAWING INKS.



No. 1-2-3.

### "PREMIUM" BLUE BLACK WRITING FLUID.

For Bookkeeping  
and valuable Rec-  
ords. Absolutely  
Permanent.

Writes Blue and  
changes to an intense  
Black. Flows freely.  
Will not fade.

No	Per Doz	Each
1. Quarts, Patent Spout...	\$	\$
2. Pints, Patent Spout...	\$	\$
3. Half Pts., Patent Spout	\$	\$
0. 2-Oz., Square, Cork Top		



### SANFORD'S CARDINAL RED INK.

The most brilliant  
and perfect ink for rec-  
ords and ruling. Flows  
freely and is perfectly  
clear.

No. 141-2-3.

No.	Per Doz.	Each
141. Quarts, Patent Spout	\$	\$
142. Pints, Patent Spout.	\$	\$
143. Half Pts., Pat. Spout	\$	\$
120. 2-Oz., Square, Cork Top		



No. 291-2-3.

### SANFORD'S COLORED INKS.

All bright colors  
flow freely.

#### Royal Blue.

No. 291. Quarts, per doz., \$	each, \$
No. 292. Pints, per doz., \$	each, \$
No. 293. Half Pts., per doz., \$	each, \$

#### Green.

No. 261. Qts., per doz., \$	each, \$
No. 262. Pts., per doz., \$	each, \$
No. 263. Half Pts., per doz., \$	each, \$

#### Violet.

No. 231. Qts., per doz., \$	each, \$
No. 232. Pts., per doz., \$	each, \$
No. 233. Half Pts., per doz., \$	each, \$

### STAFFORD'S COMMERCIAL INK.



"The Ink that absorbs moisture  
from the air."

It writes a brilliant blue, and as it  
dries, dyes the paper instead of, like  
other inks, merely leaving a faded mark  
on the surface. In a few hours it changes  
to a most intense and permanent black.  
It has very little action on steel pens  
and is absolutely free from sediment.  
It thickens less than any other ink in  
the world.

16. Quarts...	Per dozen, \$	each \$
17. Pints...	Per dozen, \$	each \$
18. Half Pts...	Per dozen, \$	each \$



### STAFFORD'S NON-COPYING CARMINE INK.

An ideal ink for use on  
books where a red ink  
which will not offset or  
smear upon the applica-  
tion of a moist hand is  
required. This ink will  
not yield a copy

312. Quarts.	Per dozen...	\$
	Each...	\$
313. Pints.	Per dozen...	\$
	Each...	\$
314. Half Pints.	Per dozen...	\$
	Each...	\$

### PROTECTOGRAPH INK.

This ink is used with the Protectograph  
and Baby Defiance Check Protectors.  
We have it in Red, Blue, Black, and  
Violet.

One Ounce Bottle.

Per dozen, \$ ; each \$

### HEKTOGRAPH INKS.

These inks are necessary for use in the  
Hektograph duplicating process, where a  
pen copy is used.

2-Ounce Bottle. Violet, Red, Green or Blue...	Per dozen, \$	each \$
2-Ounce Bottle. Black.	Per dozen, \$	each \$



481. Carter's Household Indelible  
Ink. Half-ounce bottle, with stretcher,  
pen and holder.

Per dozen, \$ ; each \$



### DAVID'S ELECTRO CHEMICAL WRIT- ING FLUID.

A free flowing, everlasting, non-corrosive  
and water proof writing fluid

	Per Doz.	Each
No. 1. Quarts...	\$	\$
No. 2. Pint	\$	\$
No. 3. Half Pint	\$	\$

### DAVID'S NON-COPYING CAR- MINE INK.

Bright red, free flowing, non-corro-  
sive and fine for bookkeepers

	Per Doz.	Each
No. 196. Quarts...	\$	\$
No. 195. Pints	\$	\$
No. 194. Half Pints	\$	\$

### DRAWING INK.



### Higgins' American Drawing Ink.

The standard drawing  
ink. Comes in  
waterproof and general  
black and in Carmine,  
Green, Scarlet, Blue,  
Vermillion, Indigo,  
Yellow, Brown, Brick-  
Red, Orange, Violet  
and White. Per doz.,  
\$ ; each, \$

Black comes in fol-  
lowing sizes

	Dozen	Each
2-Oz. ....	\$	\$
1-Pint .....	\$	\$
Pints .....	\$	\$
Quarts .....	\$	\$

### HIGGINS' ETERNAL INK.



A fine fluent Carbon Writing Ink for  
general use. Black from the pen point and  
eternally remains so, proof to age, air, sun-  
shine, chemicals and fire. Comes in black  
only.

	Dozen	Each
2-Oz. ....	\$	\$
Pints .....	\$	\$
Quarts .....	\$	\$

## CARTER'S GLUE, MUCILAGE AND PASTE.

## CARTER'S CICO LIQUID PASTE.

A pearly white liquid paste, always ready for use. Requires no water, does not dry up. Most economical paste for office or home use.



701. Quart Jars with screw cap. Per dozen, \$ ; each \$  
 702. Pint Jar with screw cap. Per dozen, \$ ; each \$



724. 5-oz. Desk Jar, dome screw cap, adjustable brush. Per dozen, \$ ; each \$  
 723. 8-oz. Desk Jar, dome screw cap, adjustable brush. Per dozen, \$ ; each \$



727. Cones, screw top and brush. Per dozen, \$ ; each \$

## CARTER'S PHOTO LIBRARY PASTE.

A pure white stiff paste of smooth consistency. A quick and strong sticker for office and home use.



157. 1 1/4-oz. Cones, screw cap and brush. Per dozen, \$ ; each \$

151. Quart Jars with screw cap. Per dozen, \$ ; each \$



## Water-Well Jars.

304. 5-oz. Jars, double side well, with brush. Per dozen, \$ ; each \$

## CARTER'S PASTE IN TUBES.



No. 275

## Photo Library Spreader Tube.

275. Large spreader tube, pin sealed. Per dozen, \$ ; each \$  
 279. Small spreader tube, pin sealed. Per dozen, \$ ; each \$



Nos. 725, 729

## CICO SPREADER TUBE.

725. Large spreader tube, pin sealed. Per dozen, \$ ; each \$  
 729. Small spreader tube, pin sealed. Per dozen, \$ ; each \$

## CARTER'S GREAT STICKIST MUCILAGE.

Sticks like a car window. A high-grade mucilage for office or home use.



201. Quarts. Per dozen, \$ ; each \$

202. Pints. Per dozen, \$ ; each \$

203. Half Pints. Per dozen, \$ ; each \$



342. 4-oz. Cylinder, wide mouth. Per dozen, \$ ; each \$

343. 1 1/4-oz. Cylinder, wide mouth. Per dozen, \$ ; each \$

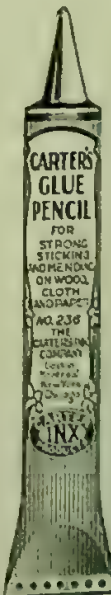
## CARTER'S LIQUID GLUE.

Mends everything but broken hearts and morals.

231. 1-oz. round screw cap decorated cartons. Per dozen, \$ ; each \$



## CARTER'S GLUE AND MUCILAGE IN TUBES.



No. 236

## LIQUID GLUE PENCIL.

236. Glue pencils, pin sealed. Per doz., \$ ; each \$

## Great Stickist Spreader Tube.

215. Large spreader tube and seal in decorated carton. Per doz., \$ ; each \$



No. 215

## PASTE AND MUCILAGE.

### SANFORD'S LIBRARY PASTE.

For general use in office, workshop or home. It is a pure white paste that dries and sticks instantly without staining or discoloring the paper. It keeps perfectly.

431. Quarts. Glass jar with cup cover.  
Per dozen...\$  
Each.....

432. Pints. Glass jar with screw cap.  
Per dozen...\$  
Each.....



For general use in office, workshop or home. It is a pure white paste that dries and sticks instantly without staining or discoloring the paper. It keeps perfectly.

### UTOPIAN JAR.

The jar has a water well in the center and a brush.

532. Pints... Doz., \$ ; each \$  
533. 8-ounce, Doz., \$ ; each \$  
534. 5-ounce, Doz., \$ ; each \$

### SANFORD'S "ROYAL CROWN" MUCILAGE.

A good Gum Arabic mucilage.

401. Quarts,  
Dozen...\$  
Each.....\$

402. Pints,  
Dozen...\$  
Each.....\$



### LEPAGE'S LIQUID GLUE.

For convenience and strength it stands supreme; the strongest adhesive known



Each  
Tubes.....\$  
1-ounce bottles (with spreader).....\$  
Quart cans....\$  
Pint cans.....\$  
1/2-pint cans...\$  
Gill cans.....\$

### DENNISON'S MUCILAGE AND GLUE.

Dennison's Mucilage. Pure Gum Arabic, in metal tubes, patent pin top. Each....\$



Dennison's Glue. A very strong adhesive, mends everything, metal tubes, patent pin top. Each \$

### KWIKSTIK.



The modern mucilage—a thoroughly dependable, economical clean mucilage.

No Brush  
No Cork  
No Spilling.  
No Waste.  
No Soiled Fingers.  
Always instantly ready. The sanitary mucilage. Just Press. Then Spread.  
Per doz., \$ ; each \$

### Sengbusch Mucilage Applier.

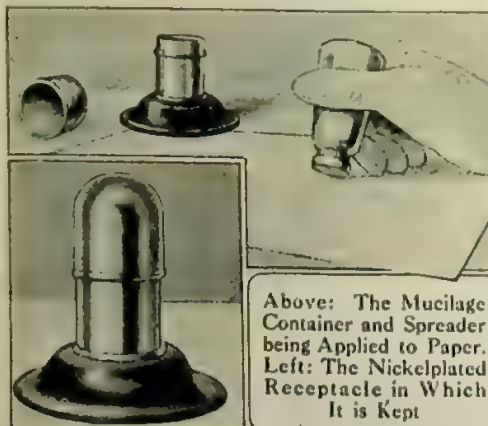
This Sengbusch Refillable Mucilage Applier will be a convenient appliance on any desk—to stick a label on a package, a sample to a card, an ungummed stamp to an envelope, to mend a torn paper; in fact, to make anything stay where it is wanted. This applier is always ready, always fresh, always clean, self-closing, never messy. Made of one piece of polished hard rubber with attractive nickeled top.

Each .....\$



### REFLEX STIKIT MUCILAGE.

The Most Practical and Best Looking Mucilage Bottle and Spreader Ever Devised



Above: The Mucilage Container and Spreader being Applied to Paper. Left: The Nickelplated Receptacle in Which It is Kept

Stikit spreads a thin film of high grade mucilage right from the mouth of the bottle. The mouth is closed with a special gauze cloth always moist with mucilage, for the bottle is kept open end down in the container.

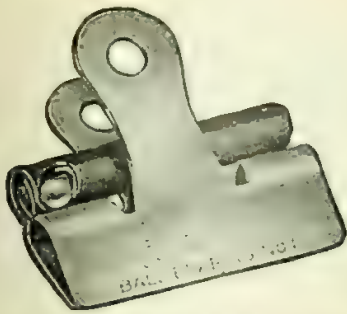
There is no brush to dry out—no top to stick—no unsightly accumulation of dust and mucilage around the top of the bottle.

Always clean and ready to use. The base is pressed steel, baked enamel finish. The container and top is made from spun brass—nickel plated.

Stikit, complete, each, \$

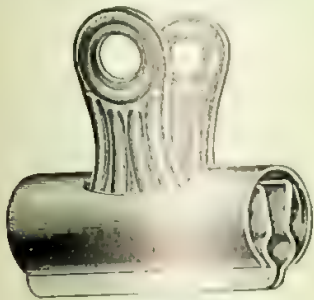
Stikit, Refills, each,

## LETTER CLIPS.



**Ball Bearing Clip.** This clip is a very easy clip to use on account of its mechanism. The jaws open much wider than the ordinary clip and are kept open with very little pressure. This makes it easy to insert paper.

No. 1.	1 1/4 inches wide.....	Per dozen, \$	each \$
No. 2.	2 inches wide.....	Per dozen, \$	each \$
No. 3.	2 1/2 inches wide.....	Per dozen, \$	each \$
No. 4.	3 inches wide.....	Per dozen, \$	each \$



These are all steel and have a powerful grip on the papers.

1.	Ever-Handy, 1 1/4-inch.....	Per dozen, \$	each \$
2.	Ever-Handy, 2 1/2-inch.....	Per dozen, \$	each \$
3.	Bull Dog, 2 1/2-inch, extra capacity.....	Per dozen, \$	each \$
4.	Bull Dog, 3-inch, extra capacity.....	Per dozen, \$	each \$



**Hook Clip.** This Clip is made of best spring steel, blued and lacquered to prevent rusting. One of the handles is curved permitting the suspension of the Clip from wire or cord. Manufactured in two popular sizes. Handles nickel plated.

No. 01.	1 1/4 inches wide. Capacity 1/2-inch.....	Per dozen, \$	each \$
No. 05.	2 1/4 inches wide. Capacity 3/4-inch.....	Per dozen, \$	each \$

## L. E. B. BINDER CLIP.



Simple and strong. Handles can be reversed and snapped against papers and thus kept out of way. One handle can be reversed and the other used to hang papers on nail or hook.

No.	Capacity	Dozen	Each
2.	3/4-inch.....	\$	\$
5.	1 1/4-inch.....		
10.	2 -inch.....		
6.	1 1/4-inch, with Label Holder.....		
11.	2 -inch, with Label Holder.....		

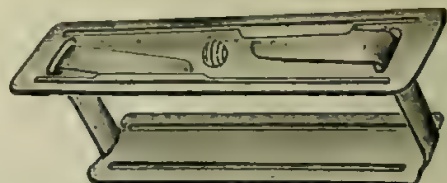
## ACCO CLAMP

Designed to give greatest capacity and even pressure with any load. Jaws have turned-in edge which gives gripping power at maximum expansion. Light, ornamental, practical; full nickel plated, of substantial construction. Hook in handle to hang on line. On account of the large range of jaws, only three sizes are necessary to meet all requirements.



No.	Dozen	Each
125.	1 1/4 inches wide.....	\$
225.	2 1/4 inches wide.....	\$
325.	3 1/4 inches wide.....	\$

## ACCO FASTENER.



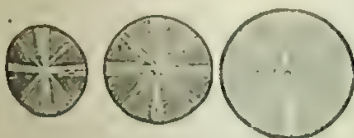
Consists of two pieces; the base and prong shield washer. The Acco fits flat on the papers and takes up no room in files. The prong shield washer allows the prongs to be bent inwardly over the washer and to be fastened, thus preventing the picking up of other papers.

No.	Distance between Prongs	Length of Prongs	No. in Box	Price per Box
0.	1 1/4 inches.....	3/4 inches.....	100.....	\$.....
1.	2 1/4 inches.....	1 1/4 inches.....	50.....	\$.....
2.	2 3/4 inches.....	2 1/4 inches.....	50.....	\$.....

## THUMB TACKS AND PUSH PINS.

## THUMB TACKS.

These are used by architects, artists and others in securing drawings to the drawing board. They have a great many other uses also.



Brass.

1 dozen on block.

	Per Gross	Per Dozen
1351. Diameter, 3/4-inch.....	\$	\$
1353. Diameter, 1/2-inch.....	\$	\$
1350. Diameter, 5/8-inch.....	\$	\$

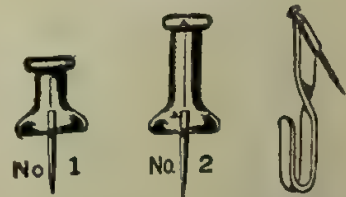


Steel.

100 in a box.

	Per M	Per 100
1. Diameter, 3/4-inch.....	\$	\$
2 1/4. Diameter, 1/2-inch.....	\$	\$
3. Diameter, 5/8-inch.....	\$	\$

## MOORE PUSH PINS AND HANGERS.



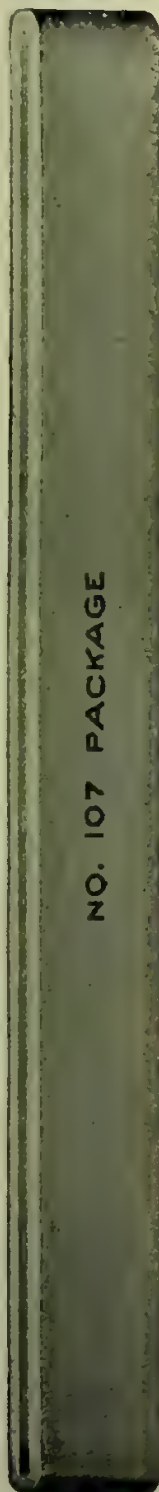
Pushless Hanger.

Crystal glass heads with sharp steel points easily pushed into wood or plaster walls.

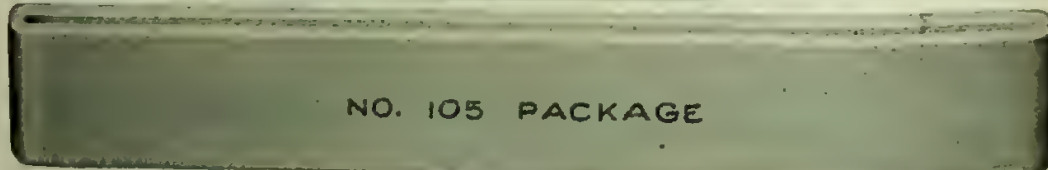
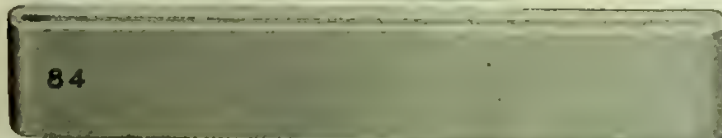
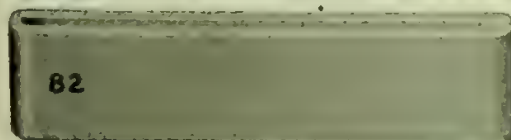
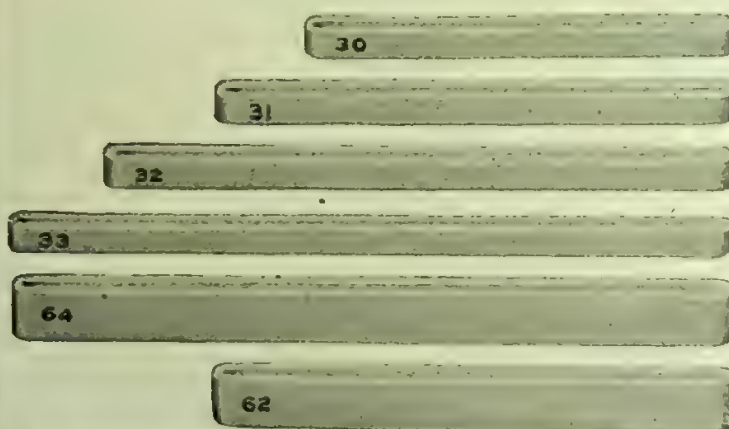
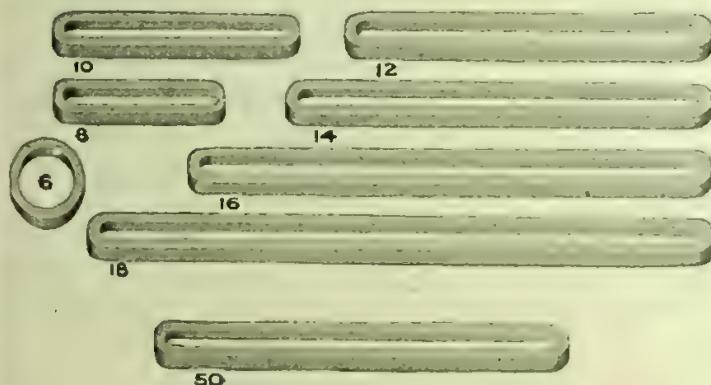
No.	Per Packet	Dozen Packets
1. Push Pin, six in a packet.....	\$	\$
2. Push Pin, six in a packet.....	\$	\$
25. Pushless Hanger, brass, holds 20 lbs., six in packet.....	\$	\$

# Goodrich

## Rubber Bands



NO. 107 PACKAGE



Goodrich Rubber Bands are made of rubber chosen for its strength and permanent elasticity as well as the lowest specific gravity consistent with our standard of quality.

They are unexcelled in Quality.

They are superior in Strength and Elasticity.

They are sorted free from misc.

They run the maximum number to the pound.

They are marketed in attractive full-weight packages.

They are always fully worth their cost.

They are made from strictly pure rubber especially selected for maximum strength, lightness and vitality.

The finished product is guaranteed to be A1 in every particular and free from manufacturing defects.

### The Right Size Band

*For Every Use*

Supplied in Gray or Red.

Goodrich Rubber Bands are regularly furnished in the following variety of sizes:

No. 6	—	$\frac{3}{8}$ "	Diameter,	$\frac{1}{8}$ "	Wide
No. 8	—	$\frac{7}{8}$ "	Long,	$\frac{1}{8}$ "	Wide
No. 10	—	$1\frac{1}{4}$ "	Long,	$\frac{1}{8}$ "	Wide
No. 12	—	$1\frac{3}{4}$ "	Long,	$\frac{1}{8}$ "	Wide
No. 14	—	2 "	Long,	$\frac{1}{8}$ "	Wide
No. 16	—	$2\frac{1}{2}$ "	Long,	$\frac{1}{8}$ "	Wide
No. 18	—	3 "	Long,	$\frac{1}{8}$ "	Wide
No. 50	—	2 "	Long,	$\frac{1}{8}$ "	Wide
No. 30	—	2 "	Long,	$\frac{1}{2}$ "	Wide
No. 31	—	$2\frac{1}{2}$ "	Long,	$\frac{1}{2}$ "	Wide
No. 32	—	3 "	Long,	$\frac{1}{2}$ "	Wide
No. 33	—	$3\frac{1}{2}$ "	Long,	$\frac{1}{2}$ "	Wide
No. 62	—	$2\frac{1}{2}$ "	Long,	$\frac{1}{4}$ "	Wide
No. 64	—	$3\frac{1}{2}$ "	Long,	$\frac{1}{4}$ "	Wide
No. 73	—	3 "	Long,	$\frac{3}{8}$ "	Wide
No. 82	—	$2\frac{1}{2}$ "	Long,	$\frac{1}{2}$ "	Wide
No. 84	—	$3\frac{1}{2}$ "	Long,	$\frac{1}{2}$ "	Wide
No. 94	—	$3\frac{1}{2}$ "	Long,	$\frac{3}{4}$ "	Wide
No. 105	—	5 "	Long,	$\frac{3}{8}$ "	Wide
No. 107	—	7 "	Long,	$\frac{3}{8}$ "	Wide

#### PRICES

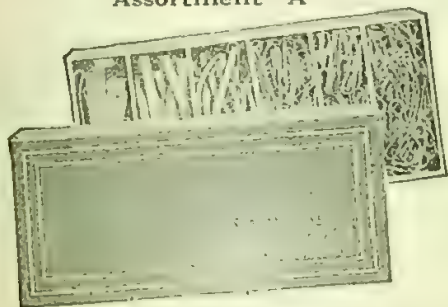
Per  $\frac{1}{2}$ -lb. Box....\$  
 Per 4 Boxes (1-lb.) \$  
 Per 20 Boxes (5-lb.)\$

NO. 105 PACKAGE

We can furnish engraved stationery to meet the most exacting tastes.

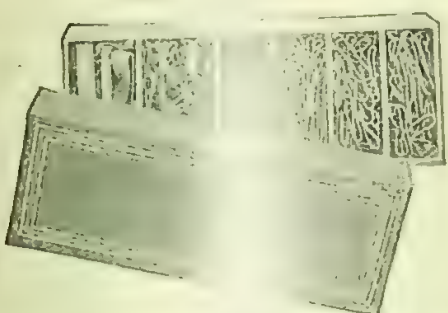
# RUBBER BAND ASSORTMENTS.

## Assortment "A"



Bank Assortment contains sizes Nos. 10, 12, 14, 16, 30, 32, 62, 64 and 84. Red Bands.

## Assortment "B"



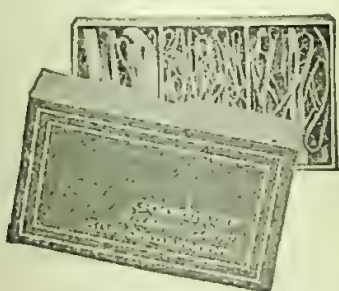
\$1.00 Assortment contains sizes Nos. 12, 14, 16, 30, 32, 62, 64 and 84. Red Bands.

## Assortment "C"



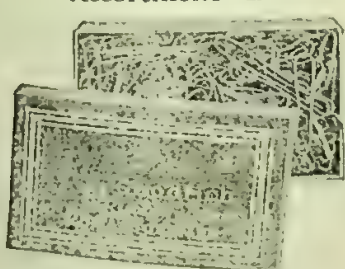
75c Assortment contains sizes Nos. 12, 14, 16, 30, 32, 62, 64, 82 and 84. Red Bands.

## Assortment "D"



50c Assortment contains sizes Nos. 12, 14, 16, 32, 62 and 64. Red Bands.

## Assortment "E"



25c Assortment contains sizes Nos. 8, 10, 12, 14, 16 and 30. Red Bands.

# BANK PINS.

0 1 2 3 4 5 6 7 Lills

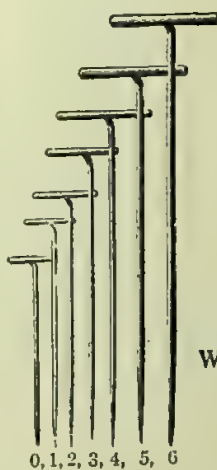


**Bank Pins.** These are first quality brass pins, very finely finished and designed especially for use in banks and offices. Lills come in one-quarter and one-half pound boxes; all other sizes in one-half pound boxes.

Approximate Number of Pins in a Lb.	Per Lb.	Per Box
No. 0. 1024	\$	\$
No. 1. 1184		
No. 2. 1744		
No. 3. 2656		
No. 4. 3600		
No. 5. 4112		
No. 6. 5936		
No. 7. 7182		
Lills	Per lb.	1/2 lb. 1/4 lb.

# "T" PINS.

In all the centuries of pin use no improvement was made in the domestic pin until the "T" pin was devised. This is a substantial improvement over the ordinary pin. It is adapted to every use of the old-style pin and to many uses impossible to the latter. Put up in boxes of 100 pins each, 10 boxes (1000 pins) in a carton.

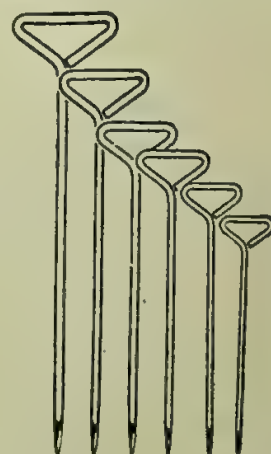


	Per 1000	Per 100
No. 0. ....	\$	\$
No. 1. ....		
No. 2. ....		
No. 3. ....		
No. 4. ....		
No. 5. ....		
No. 6. ....		

# WEDGE POINT FLAT PINS.

Made of flat wire instead of round, and has triangle head, as illustrated. This makes a splendid office pin. Packed 100 in a box, ten boxes to carton.

	Per Box of 100	Per Ctn. of 1000
No. 1. ....	\$	\$
No. 2. ....		
No. 3. ....		
No. 4. ....		
No. 5. ....		
No. 6. ....		

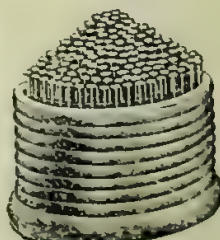


No. 6 5 4 3 2 1

# PYRAMID PINS.

Each Pyramid contains 300 pins. There are 12 pyramids in a box. The pins are first quality. The sizes are the same as the Bank Pins.

	Doz.	Each
No. 3. ....	\$	\$
No. 4. ....		
No. 5. ....		
No. 6. ....		



## PAPER FASTENERS.



Owl

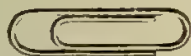
**Owl Clip.** Nickled steel, made in three sizes.

No.	1000	100
1. $\frac{3}{4}$ x $\frac{3}{4}$ -inch.....	\$	\$
2. $\frac{1}{2}$ x $\frac{3}{4}$ -inch.....		
3. $\frac{1}{4}$ x 1-inch.....		



**Gem Paper Clips.** The Gem is an exceedingly popular clip. 100 in box.

No.	Box	1000
1. Large nickled steel.....	\$	\$



No.	Box	1000
1. Gem Small, brass.....	\$	\$
2. Gem Same size as No. but light steel wire, nickled.....		



No.	Box	1000
1. Gem Improved, Nickled steel, turned up lip.....	\$	\$



No.	Box	1000
1. Dandy Gem, with improved friction surface, nickel finish.....	\$	\$

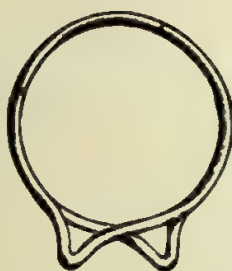


No unprotected points, four impinging points, with a firm and even grip on the papers. The clips are nickled steel.

No.	1000	100	50
1. Ideal Clip (small).....	\$	\$	\$
2. Ideal Clip (medium).....			
3. Ideal Clip (large).....			
1. Ideal Clamp. Largest Size. It will hold from one to several hundred sheets of paper. They come one dozen in a box, one gross in a carton.			
Per gross, \$ ; per dozen			



No. 3



No. 4



No. 2



No. 1



No. 0

**Ring Clips.** These are nickled steel wire.

No.	1000	Box
0. 500 in a box.....	\$	\$
1. 250 in a box.....		
2. 250 in a box.....		
3. (Com'cial) 100 in a box		
4. (Bankers') 100 in a box		



**Cinch.** This is the simplest style of paper clip. It is nickled wire. Per 1000, \$ ; box of 250 \$

**Niagara Clip.** It is made of nickled steel and will hold up to  $\frac{1}{4}$ -inch of papers. Per 1000... \$ Per 100....



3. Giant Niagara Clip. It is  $1\frac{1}{4}$  inches high, made of nickled steel and will hold a large number of sheets. Per 1000, \$ ; per 100 \$

## "O. K." Paper Fasteners.



O-B



J-B



2-B

These are small brass fasteners for temporarily attaching a few sheets of paper together. The fastener is applied by pressing it between the thumb and finger.

No.	1000	100
OB.....	\$	\$
JB.....		
2B.....		

## BRASS PAPER FASTENERS.

These are superior grade brass fasteners put up 100 in a box; 1000 in a carton



Flat Head.

No.	Length	1000	100
21F. $\frac{1}{4}$ -inch.....		\$	\$
22F. $\frac{1}{2}$ -inch.....			
23F. $\frac{3}{4}$ -inch.....			
24F. 1 -inch.....			
25F. $1\frac{1}{4}$ -inch.....			
26F. $1\frac{1}{2}$ -inch.....			
27F. 2 -inch.....			
28F. 3 -inch.....			
29F. 4 -inch.....			

Round Head.

No.	Length	1000	100
21R. $\frac{1}{4}$ -inch.....		\$	\$
22R. $\frac{1}{2}$ -inch.....			
23R. $\frac{3}{4}$ -inch.....			
24R. 1 -inch.....			
25R. $1\frac{1}{4}$ -inch.....			
26R. $1\frac{1}{2}$ -inch.....			
27R. 2 -inch.....			
28R. 3 -inch.....			
29R. 4 -inch.....			

## BRASS WASHERS.



1 DW



2 DW

1 DW.  $\frac{3}{8}$  inch diameter, proper size washer for fasteners Nos. 21-26 inc.  
2 DW.  $\frac{1}{2}$  inch diameter, proper size washer for fasteners 27-29 inc.  
100 Washers in box. 10 Boxes in carton.

## FASTENER PRESS.



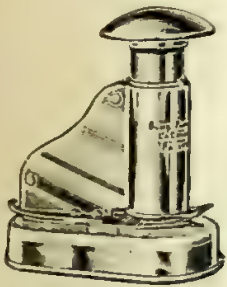
No. 1 McGill Fastener Press. This machine is used for puncturing papers and clinching brass fasteners. Each....\$

From  
**"Soup to Nuts"**

We can furnish your office complete—from the lowly paper clip to the boss's massive office desk.

**"Jopco Service"**  
is complete

## BUMP PAPER FASTENERS.

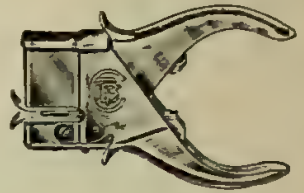


Place the sheets of paper between the jaws of the machine, close the jaws, strike the head of the standing machine a light blow; or press together the handles of the hand machine, then release the jaws and when you withdraw the papers they are perfectly fastened; nothing left to be done by hand.

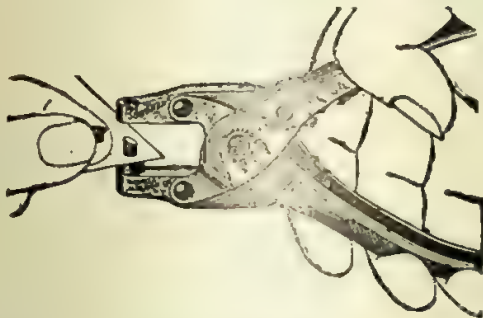
The machine accomplishes this by dieing out a small section of each sheet, folding them over, and interlocking them all in one instant operation. The advantage is twofold: you are spared the expense of clips and pins, and you diminish the space accumulated papers occupy in the file. Another advantage is that a sheet not belonging to a particular correspondence is not hooked onto it, as often occurs where clips and pins are used. The frequent misplacement of important letters caused by their hanging to some other piece of correspondence, and being filed with it, causes great annoyance and is often costly.

Either style of machine will fasten from two to ten sheets of paper of ordinary thickness.

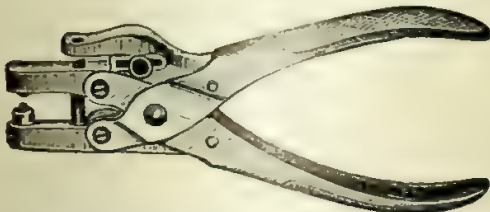
**Hand Bump.** Made of best tool steel, triple nickel-plated.... \$ Each  
**Stand Bump.** Made of best tool steel, triple nickel-plated....



## EYELETTING MACHINES.



**"Solidhed" Eyelet Punch and Set.** An advantage possessed by this punch is that the eyelet can be set without removing the punch from the hole. It requires a special eyelet.....Each \$  
**"Solidhed" Eyelets.** Box of 250.....  
 Per Carton of 10 boxes.....



**"Triumph" Eyelet Punch and Set.** This is a simply designed and powerfully made tool and is in large demand. A feature is the gauge which regulates the punching distance from the sheet margin. It uses the regular eyelets.....Each \$



No. 1



No. 2

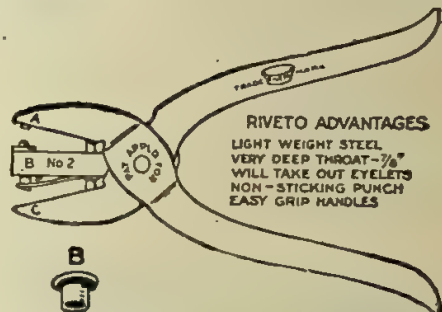


No. 3

### Triumph Eyelets.

These are of the same diameter, but different length, and come 250 in a box.

1. (or B), Short..... Per dozen boxes, \$ ; per box \$  
 2. (J. N. or D. B.), Medium. Per dozen boxes, ; per box  
 3. (C. Z. or D. BB.), Long. Per dozen boxes, ; per box



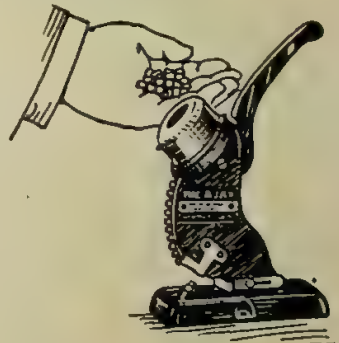
### RIVETO ADVANTAGES

LIGHT WEIGHT STEEL,  
 VERY DEEP THROAT— $\frac{7}{8}$ "  
 WILL TAKE OUT EYELETS  
 NON-STICKING PUNCH  
 EASY GRIP HANDLES



**Riveto Eyelet Punch and Set.** A complete punch and eyelet set of stamped steel, nickel-plated. A deep throat permits eyeletting away from margin. Will remove eyelets without injuring papers. B. eyelets are used.....Each \$  
 Eyelets.....Per box

**The Ajax Eyelet Fastener.** Punches, feeds and clinches in one operation. Eyelets are fed automatically, assuring great speed with minimum effort. Binds paper, cloth or leather. Three sizes of Ajax Eyelets can be used without any adjustment. An easily adjusted gauge regulates distance of eyelet from sheet margin. Machine is 10 inches high by 3 inches wide by 6 inches long. Weighs 4 lbs. Each \$



# 1 Long



# 2 Medium



# 3 Short

### Ajax Eyelets.

No.	Box 500	Box 1000
1. Large.....	\$	\$
2. Medium.....		
3. Short.....		

## THE CHALLENGE EYELET MACHINES.

Firmly fastens documents, correspondence and records. The operation is simple and may be performed by anyone. A forward stroke of the lever punches the paper and a reverse stroke, without removing the papers, sets the eyelet. Challenge Eyelets may be removed for insertion of other papers. An eyelet different from the ordinary kind is used.

**No. 1.** For ordinary use. Base is 6 in. long,  $2\frac{1}{2}$  in. wide. Height of press to top of lever is  $12\frac{1}{2}$  in. Weighs 4 lbs. 8 oz. No. 1 Eyelets only.....Each \$

**No. 2.** Adapted for heavy work. Uses an eyelet twice the length of the No. 1 eyelet, the No. 1 eyelet, however, can be used. 12 in. long by 4 in. wide by 21 in. high, over all. Weight,  $21\frac{1}{2}$  lbs.....Each \$



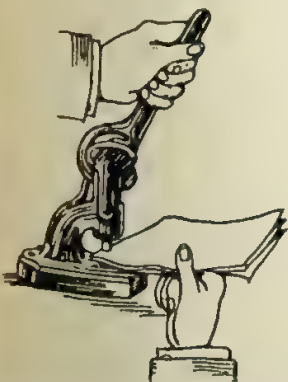
No.1



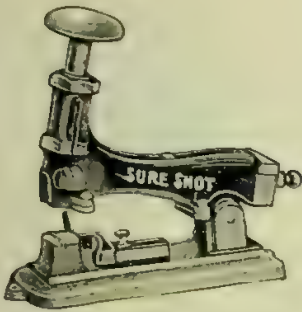
No.2

No. 1 Eyelets, 200 in a box	Per box \$
No. 1 " 500	" "
No. 1 " 2000	" "
No. 2 " 100	" "
No. 2 " 500	" "
No. 2 " 1000	" "

Discounts allowed when ordered in cartons containing 10 boxes.



## STAPLING MACHINES.

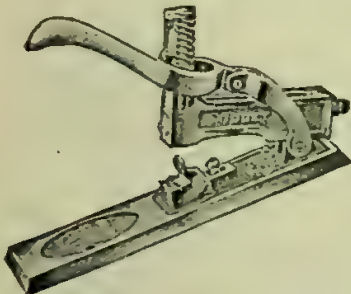


**Sure-Shot.** Will bind papers or cloth samples up to  $\frac{1}{4}$ -inch thickness. It is admirably adapted for heavy office work. The machine holds 100 staples at a filling. **Japan Finish.**..... Each \$

**Sure-Shot.** Nickel finish.... Each

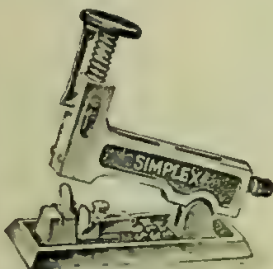
## "Sure Shot" Staples.

Per 100  
**X.**  $\frac{1}{4}$ -inch, 5000 in a box..... \$  
**XX.**  $\frac{1}{2}$ -inch, 5000 in a box..... \$  
 In lots of 5000 or more.....

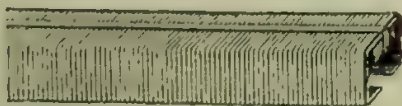


**Midget.** This machine is specially adapted for affixing price tickets to samples of dress goods and for fastening a few papers together. The lever principle on which it works gives it much power..... Each \$

"Midget" Staples. See "Simpler" Machine.

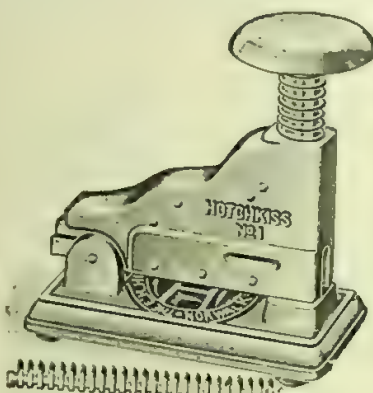


**Simplex.** It is specially adapted for attaching tickets to dress goods, samples, etc., and occupies a space of but two to five inches. It holds 100 staples which are fed automatically without clogging.... Each \$



## "Midget" and "Simplex" Staples.

Per 1000  
**Size A.**  $\frac{1}{4}$ -inch, 5000 in a box..... \$  
**Size B.**  $\frac{1}{2}$ -inch, 5000 in a box..... \$  
 In lots of 5000 or more, either number



**1. Hotchkiss.** This is the size in most common use and will staple from one to twenty-five sheets of paper at a time. Without staples..... Each \$

**Staples for No. 1.** 500 in a box. Per 1000, \$ per box \$

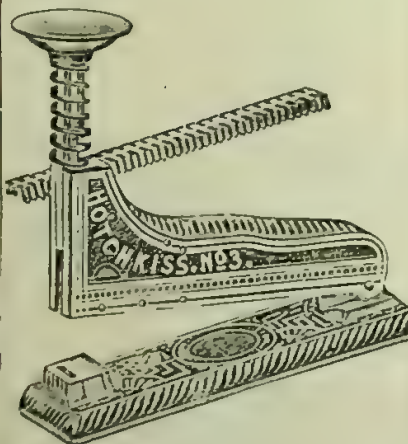
**4. Hotchkiss.** It uses a strip of fifty staples (twice the number on the No. 1 machine strip), and will fasten thirty sheets at a time. Without staples..... Each \$

**Staples for No. 4.**..... Per 1000



**2. Hotchkiss.** A much heavier machine than the No. 1 and operated on the leverage principle. It will staple fifty sheets of ordinary paper at one time. The base is 10 inches long with a clear space of four inches under the arm. Without Staples Each \$

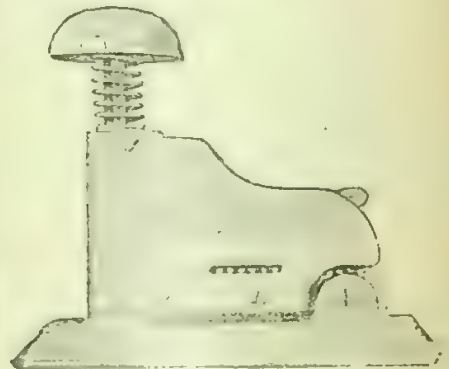
**Staples for No. 2.**..... Per 1000



**3. Hotchkiss.** Deep throated model for medium duty. Has capacity of 30 sheets. Without staples..... Each \$

**Staples for No. 3**..... Per 1000

## HOTCHKISS "UNIT".



This new Hotchkiss "Unit" is a simple, sturdy, satisfactory, long-lived Fastener.

A very practical feature in connection with this machine is that it can be easily taken apart for the replacement of worn parts and just as easily re-assembled. There are only five parts to the machine and these parts can be secured from us at any time. Worn parts can be easily replaced in your own office in about ten minutes' time.

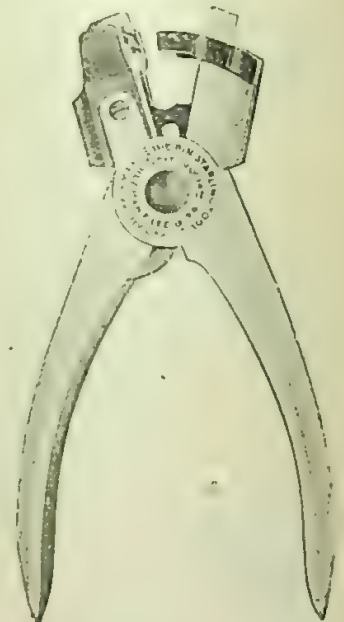
This Unit Machine has the non-clogging staple guide, the rubber feet, sure-hitting plunger cap, magazine windows and is equipped with a new staple release for removing a strip of staples wherever desired.

This machine will operate with either No. 1 or No. 2 genuine Hotchkiss Staples..... Each \$

**No. 1 Staples,** 500 in box, Per 1000, \$ ; per box \$

**No. 2 Staples,** 500 in box, Per 1000, \$ ; per box \$

## PIN STAPLING TOOL.

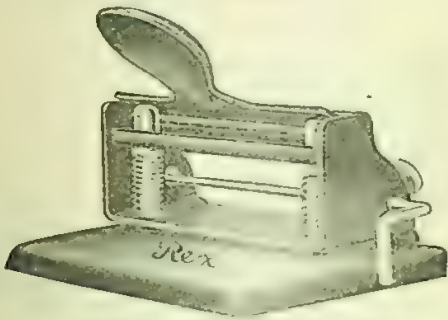


This is a very handy machine which uses an ordinary pin for a staple. It is made to fit the hand and has a very strong leverage action, binding from two to fifty sheets of paper together..... Each \$

Another very capable hand stapling machine will be found on Page No. 100; it has some very interesting features.

## PAPER PUNCHES.

## REX PUNCH.

**An Excellent Two-hole Punch.**

The Rex is an excellent little punch, made entirely of sheet steel, finished in olive green, with nickel-plated trimmings, with adjustable side gauge. Will easily perforate 15 sheets of 16-pound folio bond paper. Maximum distance from center of holes to binding edge of sheet  $\frac{1}{2}$ -inch.

No. 14. Punches two round holes,  $\frac{1}{4}$ -inch diameter,  $2\frac{1}{4}$  inches, C. to C.

No. 15. Punches two round holes,  $\frac{1}{4}$ -inch diameter,  $3\frac{1}{2}$  inches, C. to C.

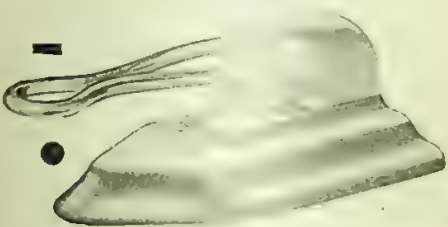
No. 18. Punches two round holes,  $\frac{1}{4}$ -inch diameter, either  $2\frac{1}{4}$  inches or  $3\frac{1}{2}$  inches, by shifting handle. Base,  $3\frac{1}{2} \times 1\frac{1}{4}$  inches. Weight, 6 pounds.

No. 16. Punches two round holes,  $\frac{1}{4}$ -inch diameter,  $4\frac{1}{4}$  inches, C. to C. Base,  $3\frac{1}{2} \times 5\frac{1}{4}$  inches. Weight, 5 pounds.

No. 17. Punches two round holes,  $\frac{1}{4}$ -inch diameter, 7 inches, C. to C. Base,  $3\frac{1}{2} \times 8\frac{3}{4}$  inches. Weight, 6 pounds.

No. 25. Punches four round holes,  $\frac{1}{4}$ -inch diameter,  $4\frac{1}{4}$  inches, C. to C. Base,  $3\frac{1}{2} \times 5\frac{1}{4}$  inches. Weight, 5 pounds.

## PET PUNCH.

**A Very Effective Single Hole Punch.**

A substantial, effective and inexpensive punch, easily penetrating the thickness of 25 sheets of 16-lb. folio paper. Heavy solid iron base, size  $2\frac{1}{4} \times 4\frac{1}{4}$  inches. Finished in olive green, with nickel plated trimmings. Maximum distance from center of hole to binding edge of sheet  $\frac{1}{2}$ -inch.

No. 51. Punches one slit hole for paper fastener.

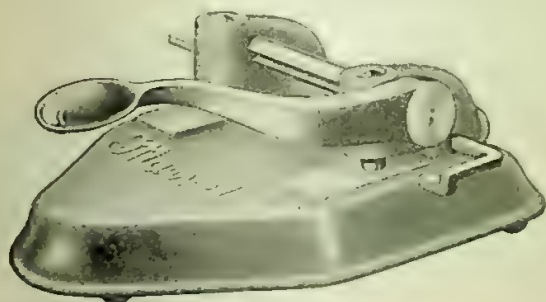
No. 57. Punches one round hole for  $\frac{1}{8}$ -inch post.

No. 58. Punches one round hole for  $\frac{1}{8}$ -inch post.

No. 59. Punches one round hole for  $\frac{3}{8}$ -inch post.

Weight, 22 ounces.

## MARVEL PUNCH.

**Most effective double punch made.**

The Marvel Punch has a solid iron base and is finished in olive green, with nickel-plated trimmings. Hand lever made of malleable steel, which eliminates breakage. This punch will easily punch 25 sheets of 16-lb. folio bond paper. Maximum distance from center of holes to binding edge of sheet,  $\frac{1}{2}$ -inch.

No. 60. Punches two round holes, for  $\frac{1}{8}$ -inch posts,  $2\frac{1}{4}$  inches, C. to C.

No. 61. Punches two round holes, for  $\frac{1}{8}$ -inch posts,  $2\frac{1}{4}$  inches, C. to C.

No. 62. Punches two round holes, for  $\frac{3}{8}$ -inch posts,  $2\frac{1}{4}$  inches, C. to C. Base  $4\frac{1}{4} \times 6\frac{1}{4}$  inches. Weight 2 pounds.

No. 90. Punches two round holes, for  $\frac{1}{8}$ -inch posts,  $3\frac{1}{2}$  inches, C. to C. Base  $5\frac{1}{4} \times 5\frac{3}{4}$  inches. Weight,  $2\frac{1}{2}$  pounds.

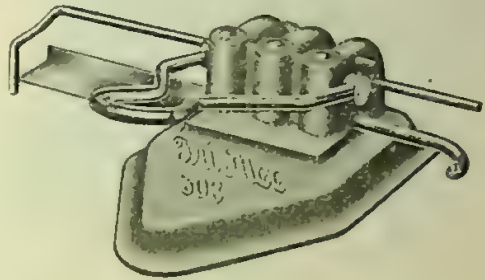
No. 63. Punches two round holes, for  $\frac{1}{8}$ -inch posts,  $4\frac{1}{4}$  inches, C. to C.

No. 64. Punches two round holes, for  $\frac{1}{8}$ -inch posts,  $4\frac{1}{4}$  inches, C. to C.

No. 65. Punches two round holes, for  $\frac{3}{8}$ -inch posts,  $4\frac{1}{4}$  inches, C. to C.

No. 69. Punches two slit holes, for paper fasteners,  $2\frac{1}{4}$  inches, C. to C. Base  $6\frac{1}{4} \times 6\frac{1}{4}$  inches. Weight,  $2\frac{1}{2}$  pounds.

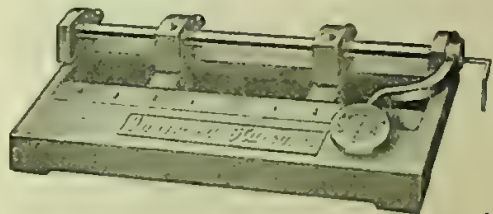
## TRI MEE PUNCH.

**For Punching Sheets for Memo. Books.**

This punch is made for punching holes for all memo. sheets and has three heads set at fixed distances. It has a solid iron base finished in olive green with the nickel-plated trimmings. This punch is equipped with adjustable gauges which can be set to permit punching and opening sheets requiring only three holes or for punching sheets requiring 6 holes. Maximum distance from center of holes to binding edge of sheet  $\frac{1}{2}$ -inch.

No. 303. Punches three holes,  $\frac{1}{4}$ -inch diameter, each  $\frac{3}{4}$ -inch between centers. Base  $5 \times 3\frac{1}{4}$  inches. Weight, 2 pounds.

## IMPROVED HUMMER PUNCH.



A Punch of unusual strength and ease of operation for either round or slotted holes.

The Improved Hummer is a combination adjustable punch of high quality at a moderate price. It has a solid iron base, finished in olive green, with nickel-plated trimmings. The hand lever is made of malleable steel which eliminates breakage. It automatically releases and is always in an upright position. This punch will easily punch 25 sheets of 16-lb folio bond paper. Adjustable to any distance between centers, from  $\frac{1}{4}$ -inch minimum to  $8\frac{1}{2}$ -inch maximum for smaller size or  $12\frac{1}{4}$ -inch maximum for larger size. Can be fitted with extra heads for punching three or more holes at one operation. Maximum distance from center of holes to binding edge of sheet  $\frac{1}{2}$ -inch for round holes. For slotted holes, the tails are made  $\frac{1}{4}$ -inch long, measuring from edge of round hole.

**Maximum Distance,  $8\frac{1}{2}$  inches.**

No. 267. Punches six round holes, for memo. books. Has two heads, each head punching three holes  $\frac{1}{4}$ -inch diameter,  $1\frac{1}{2}$  inches, C. to C. of outside holes.

No. 268. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for ring books.

No. 269. Punches three round holes,  $\frac{1}{4}$ -inch diameter, for ring books.

No. 270. Punches four round holes,  $\frac{1}{4}$ -inch diameter, for prong binders. Has two double heads, each head punching two holes  $\frac{1}{4}$ -inch between centers.

No. 271. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 272. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{4}$ -inch posts.

No. 273. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 275. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{3}{8}$ -inch posts.

No. 283. Punches two slotted holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 285. Punches two slotted holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{3}{8}$ -inch posts.

Weight,  $6\frac{1}{2}$  pounds.

**Maximum Distance,  $12\frac{1}{4}$  inches.**

No. 368. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for ring books.

No. 371. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 372. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{4}$ -inch posts.

No. 373. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 375. Punches two round holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{3}{8}$ -inch posts.

No. 383. Punches two slotted holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{1}{8}$ -inch posts.

No. 385. Punches two slotted holes,  $\frac{1}{4}$ -inch diameter, for  $\frac{3}{8}$ -inch posts.

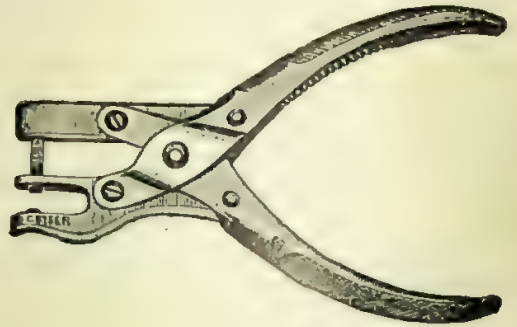
Weight, 8 pounds.



**All Purpose Punch.** Handsomely enameled base, removable pan which carries clippings. Pan covered with heavy felt. Capacity of 8 1/4 inches C to C. Graduated scale makes adjustment easy and quick. Adjustable side guide. Punch heads can be secured for practically every purpose and are removable and interchangeable.

- Punch Base.....Each \$
- No. 1. Punch head for Memorandum Books.....Each \$
- No. 2. Punch head for Price Books.....Each \$
- No. 3. Punch head for Large Ring Books.....Each \$
- No. 5. Punch head for 1/4" Slit Hole.....Each \$
- No. 6. Punch head for 1/2" Slit Hole.....Each \$

### PUNCH FOR USE WITH BRASS FASTENERS.



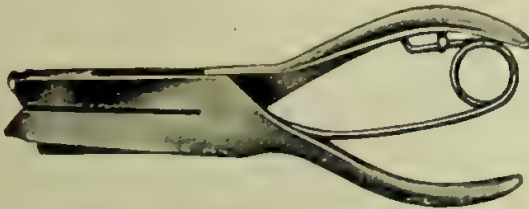
**Kutter Fastener Punch.** It perforates 80 sheets of ordinary paper, or 250 sheets of tissue, for inserting the "McGill" or Brass Paper Fasteners.....Each \$

See page 160 for Brass Paper Fasteners and other forms of Paper Fasteners and Clips.

### CONDUCTOR'S TICKET PUNCHES.



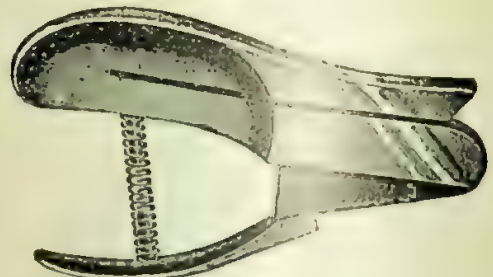
- 11 1/2. This is a cheap punch but well made. Per doz. \$ ; each \$



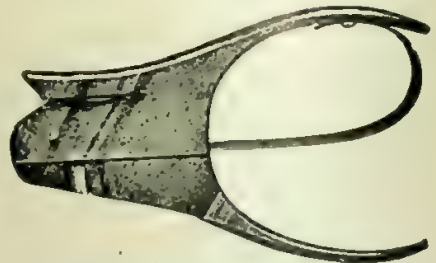
23. **Bond Punch.** Designed for punching bonds and work requiring a long reach, slot two inches deep. Per dozen, \$ ; each \$



7. **Crocker Pattern.** Probably more ticket punches of this pattern are used on the railroads than all other styles of conductor's punches put together. With single dies Per doz., \$ ; Each.....\$

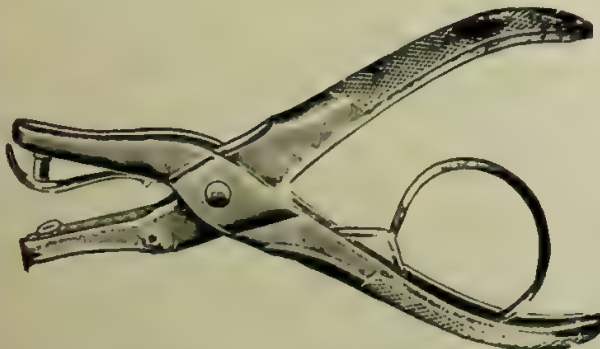


10. **Extra Long Slot Punch.** It punches tickets at a point 2 1/2 inches from margin. Per dozen, \$ ; each \$

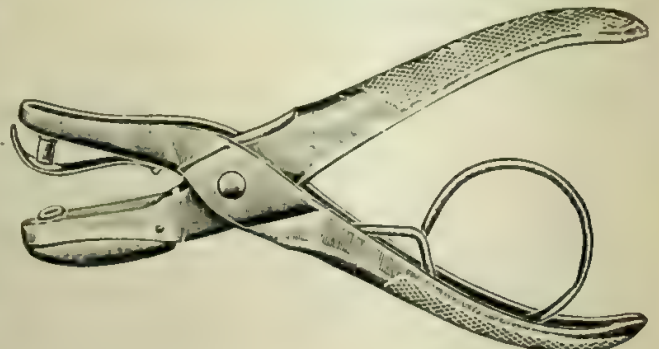


13. **Single Die Punch.**.....Per dozen, \$ ; each \$
- 1 1/2. **Single Die Punch** is the same pattern as No. 13 with the frame 3/4 inches longer and the slot 1/2 inch deeper. Per dozen, \$ ; each \$

- 1D. **Double Die Punch.** It is furnished with "BC," or "1/2." It can be made with any desired combination of two letters or figures.....Per dozen, \$ ; each \$



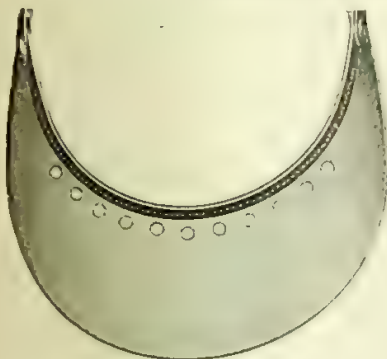
- No. 41. **Card Punch.** An inexpensive punch with assorted punch dies, nickel plated. Each \$
- No. 241. Same punch as the No. 41, but with die for 1/4-inch round hole.....Each \$



- No. 38. **Reservoir Punch.** This punch has a reservoir for holding the punchings. Reservoir can be easily opened for emptying nickel-plated, assorted dies. Each \$

# BOOKKEEPERS' REQUISITES.

## EYE SHADES.



White's No. 3

White's No. 3, Celluloid. Made of green transparent celluloid. Light weight and sanitary. Supporting head band made of soft leather in form of chain and is adjustable.

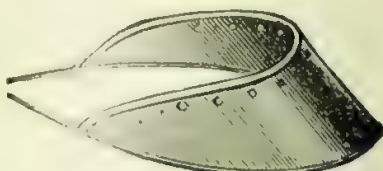
Per dozen.....\$

Each.....

White's No. 1. Made of green transparent celluloid, bound with brass wire which holds it in position. Per dozen.....\$

Each.....  
White's No. 2. Stiff, green leatherette, bound with brass wire which holds it in position. Per dozen.....\$

Each.....



White's Nos. 1 and 2.

Featherweight Eye Shade. Weighs only 1/4 ounce. Adjustable to any position. No metal or elastic band to press head. Perspiration has no effect on it. Color very restful to the eyes. Lies flat when not in use. Visor is very wide. Carried in either transparent or opaque. Opaque recommended for those wearing glasses.

Per dozen.....\$

Each.....



## BOOKKEEPERS' ARM RESTS.

106. Striped Board, size 5x14 inches

Per dozen, \$ ; each \$

107. Striped Board, size 10x16 inches.

Per dozen, \$ ; each

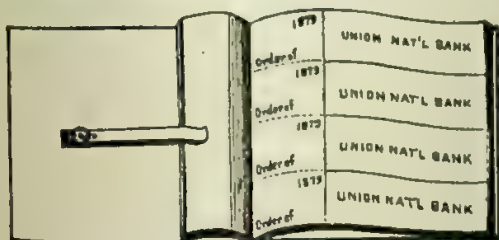


## COUPON CUTTERS.



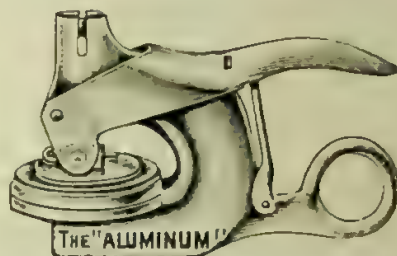
Rectangular coupon Cutter. It is made of brass, nickel plated. The arms are 4 1/2 x 4 inches.....Each \$

## CHECK STUB HOLDERS.



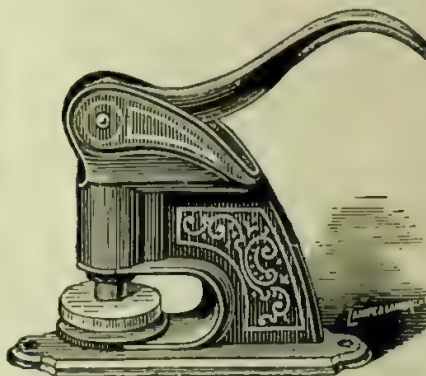
Marshall's Check Stub Holder. It fastens to the left cover by a thumb screw. The holder is nickel-plated. Per dozen, \$ ; each \$

## SEALS AND SEALING WAX.



Aluminum Pocket Seal. Because of its light weight it is called the "Aluminum" seal. It is made of brass heavily nickel plated and weighs only 10 ounces and carries a die 1 1/4 inches in diameter; with plain lettering..... \$

## DESK SEAL.



This is the strongest style of seal press made. We can furnish it with dies of plain lettering and with any desired special design, including coats of arms of the various states and secret societies. The price of a die of special design depends upon the cost of making the die.

1. Maas Seal. Die 1 1/4 inches in diameter, with plain lettering.....Each \$
2. Maas Seal. Die 1 3/4 inches in diameter, with plain lettering.....Each
3. Maas Seal. For Courts, Grand Lodges, etc., die 2 3/4 inches in diameter, with plain lettering.....Each

## New Dies.

New Die for Old Seal. Plain Lettering.....Each

## WAX SEALS.

These are used by banks, express companies and others for affixing a signature upon wax. With plain lettering.....Each \$

## SEALING WAX.

Put up in one-pound boxes, four sticks to the pound.

No. 6. Express, red or green. Per pound \$



## SEALING WAX LAMPS.

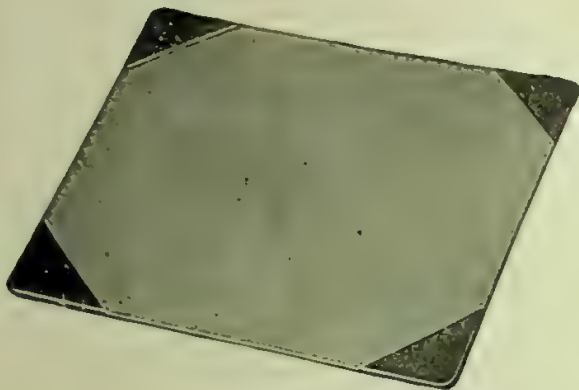


No. 329.

329. "Triumph." Alcohol Sealing Wax Lamp. It consists of a glass bulb, 2 3/4 inches in diameter, with nickeled wick tube, and sets in a nickeled base. The flame is adjustable to any position.....Each

## MISCELLANEOUS DESK ACCESSORIES.

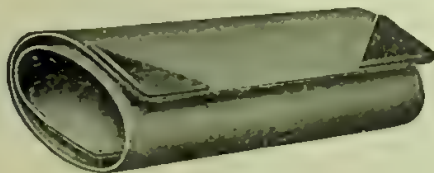
## DESK BLOTTER PADS.



Stiff Desk Pads.

1625. Size 19x24 inches, imitation leather corners, red or black.....Each \$
1631. Size 19x24 inches, red American Russia leather corners, heavy boards.....Each \$
1633. Size 19x24 inches, red or black leather corners.....Each \$
- 1633 1/4. Size 12x19 inches, otherwise the same as No. 1633.....Each \$

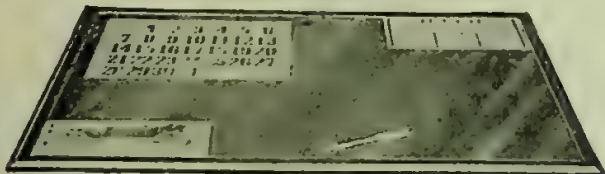
## FLEXIBLE DESK PADS.



Flexible desk pads are used on many desks in preference to the hard stiff pads.

1683. Size 19x24 inches, flexible; red suede corners, heavy felt back.....Each \$
1684. Size 19x24 inches, flexible; brown suede corners, heavy felt back.....Each \$
1685. Size 19x24 inches, flexible; green suede corners, heavy felt back.....Each \$

## THE "ROSCO" GLASS DESK PAD.



It consists of a plate glass fitted into a flanged frame which permits the instantaneous elevation of the glass for the reception of any data to be kept in sight. The built-up flanges are covered with cloth-backed leatherette to match desk finishes.

- No. 503. Mahogany, 29 oz. glass, size over all 21 1/4 x 25 1/4 inches. Each, \$
- No. 504. Light Oak, same as No. 503. Each, \$
- No. 513. Mahogany, 29 oz. glass, size over all 17 1/4 x 25 1/4 inches. Each, \$
- No. 514. Light Oak, same as No. 513. Each, \$

## ROLLER BLOTTERS.



Made with screw handles which tighten the top block against the strips of blotting. The paper is easily renewed. Carried in Mahogany and Oak.

- Small, 2 1/2 x 5 inches.....Per dozen, \$ ; each \$
- Large, 3 x 6 inches.....Per dozen, \$ ; each \$

## ENVELOPE OPENERS.



320. Challenge Envelope Openers. These are so shaped that the handle is raised above the blade. Nickel Plated Steel.....Per dozen, \$ ; each \$



164. Triumph, White Handle.....Per dozen, \$ ; each \$
174. Triumph, Cocoa Handle.....Per dozen, \$ ; each \$
184. Triumph, Black Handle.....Per dozen, \$ ; each \$



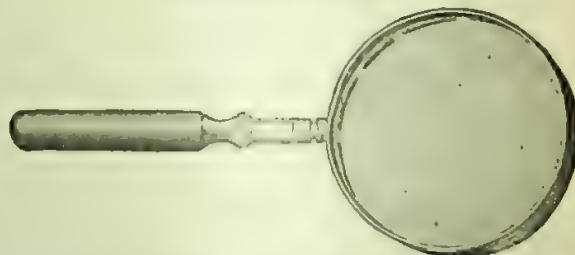
- Muckle. A flat steel handle opener, nickel plated, very popular.....Per dozen, \$ ; each \$

## PAPER FOLDERS.



- 6-inch Bone.....Per dozen, \$ ; each \$
- 9-inch Bone.....Per dozen, \$ ; each \$

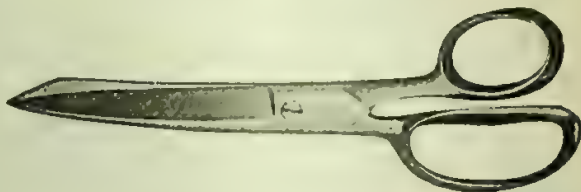
## READING GLASSES.



Finely made with carefully ground glasses, Corona silver rims and ebonized handles.

- No. 3 1/4. 3 1/4 inches in diameter.....Each \$

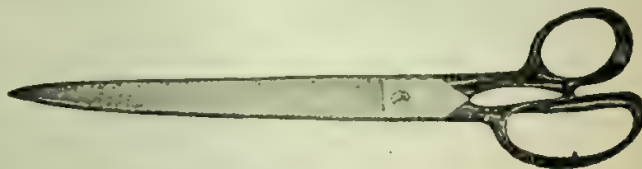
## SCISSORS AND SHEARS.



## Standard Scissors and Shears.

These are a fair grade low price shear, full nickel plated.

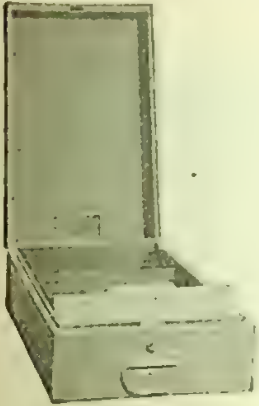
- |             | Per Dozen | Each |              | Per Dozen | Each |
|-------------|-----------|------|--------------|-----------|------|
| 8-inch..... | \$        | \$   | 10-inch..... | \$        | \$   |
| 9-inch..... |           |      | 12-inch..... |           |      |



## Bankers' Scissors and Shears.

A very high grade steel is used in these shears and the blades are perfectly tempered and nickel plated. The handles are black japanned.

- |              | Per Dozen | Each |
|--------------|-----------|------|
| 9-inch.....  | \$        | \$   |
| 10-inch..... |           |      |
| 12-inch..... |           |      |
| 14-inch..... |           |      |
| 16-inch..... |           |      |



## STEEL NOTE CASE.

A convenient and secure housing for notes, bonds and other vouchers, used by bankers and executives. Equipped with brass handle and Yale flat key lock. Alphabetical, daily and monthly guides can be furnished in manila or press board with celluloid tip.

Finished in Olive Green, Mahogany or Oak.

Inside dimensions,  $10\frac{1}{2}$  in. long, 5 in. wide,  $14\frac{1}{4}$  in. deep.

Outside dimensions,  $11\frac{1}{8}$  in. long,  $5\frac{1}{8}$  in. wide, 17 in. deep.

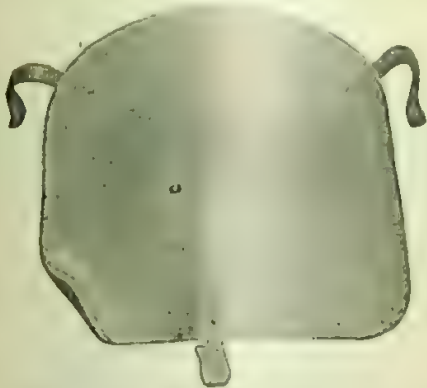
## ADJUSTABLE METAL DESK DRAWER TRAY.



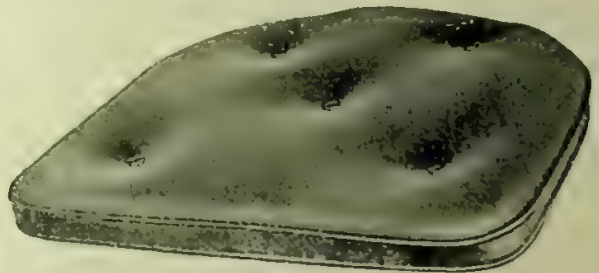
No. 6. Adjustable Metal Desk Drawer Tray, for clips, pins, rubber bands, pens, pencils, etc. Tray is intended for use inside the wide, shallow drawer of the writing bed of desk. Closed,  $18\frac{1}{2}$  inches; extended, 30 inches. . . . . Each, \$

## CHAIR PADS AND CUSHIONS.

Chair Pads prevent clothing from becoming shiny, due to constant friction on the hard polished surface of the usual office chair. They also provide the comfort which is an essential thing in the performance of the day's work.



No. 9. "U-Need-Me" Chair Pad is made of extra fine all wool felt,  $\frac{1}{4}$ -inch thick, with leather tabs for fastening to chair. Made in three colors, Brown, Green and Maroon and in four sizes: A— $16\frac{1}{2}$ x $18\frac{3}{4}$ . B— $16$ x $17$ . C— $13\frac{1}{2}$ x $14\frac{3}{4}$  and D—14 in. in diameter.



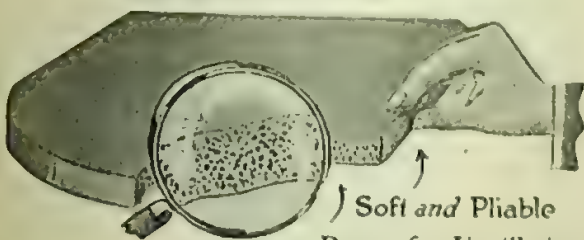
No. 992. "U-Need-Me" Chair Cushion. The top of this cushion is covered with Black long grain imitation leather, with Brown felt on the bottom.  $1\frac{1}{4}$ -inch box border gives a high quality finish and the short hair filler gives a rebounding quality that assures cushion comfort. Made in one size,  $16\frac{1}{2}$ x $18$  inches.

No. 996. "U-Need-Me" Reversible Cushion. This Reversible Cushion is covered with Brown Spanish Grain Leather on one side and Billiard Felt to match on the other. The equipping of the cushion with kapok filling produces a satisfactory cushion. Style similar to the above illustration. Made in two sizes: A— $17$ x $18\frac{3}{4}$ . B— $15$ x $17$ .

No. 1003. De Luxe Genuine Leather Cushion. This cushion is made of Blue Spanish Grain Leather and Felt of a superb texture. It is a reversible cushion and is filled with either curled hair or kapok.  $1\frac{1}{4}$ -inch box border gives an attractive finish. Style similar to the above illustration. Made in two sizes: A— $17$ x $18\frac{3}{4}$ , and B— $15$ x $17$ .

No. 2000. All Felt Cushion. This is an all felt cushion with kapok, the most buoyant of all cushion fillings. The top and bottom of the all felt cushion are covered with Brown or Green Felt of a splendid quality.  $1\frac{1}{4}$ -inch box border of the same material finishes the cushion and gives it a neat appearance and great durability. Style similar to above illustration. Made in five sizes: A— $17\frac{1}{2}$ x $19$ , no straps; A,  $16\frac{1}{2}$ x $18\frac{1}{2}$ , no straps; B,  $15$ x $17$ , no straps; C,  $13\frac{1}{2}$ x $14\frac{3}{4}$ , three straps; D, 14 in. in diameter, four straps.

No. 997. Fox Ventilated Cushion. This is a cushion that gives all of the appearance and all of the comfort of a fine leather upholstered chair. It is fully tufted and filled with kapok or curled hair filling. The eyelet tufting is  $\frac{1}{4}$ -inch deep and produces a restful effect that is appreciated by office workers. This cushion is made with leather top and felt bottom and is ventilated, making an ideal Summer cushion. One size,  $17$ x $18\frac{3}{4}$  inches.



Soft and Pliable  
Pores for Ventilation

A new departure from the sponge rubber, felt or leather cushion. The new "Wovenair" Cushion is of marvelous resiliency and greatly simplifies the flexibility, life and air circulation of sponge rubber; has the desirable contact of velvet, velour or plush and extremely durable. They are very soft and pliable. The countless air cells and chemical weave allow free air circulation by the continuous pumping of air in and out of the innumerable surface pores when the cushion is in use. Sanitary because they can be quickly washed with soap and water making them fresh and clean, just like new. They can even be boiled without injury to the cushion. Made and available in three colors, Brown, Blue and Green, design conforming to the average office chair in the following sizes:

Sizes	Inches	Chairs	Each
No. 3 Small	15 x $15\frac{1}{2}$	1 thick Stenographers'	\$
No. 4 Medium	15 $\frac{1}{2}$ x $17\frac{3}{4}$	1 thick Stiff Back	
No. 5 Large	18 x $17\frac{3}{4}$	1 thick Arm Chair	

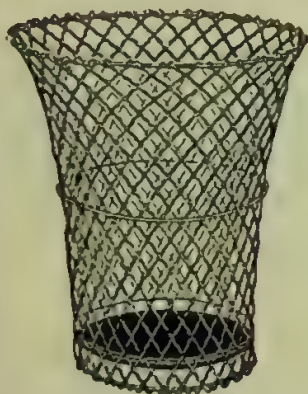
## WASTE PAPER BASKETS.



693 1/2" Wire Waste Basket. Tin bottom. Size 12 inches high, 15 inches wide at the top, 10 inches at the bottom. Per dozen, \$ ; each, \$



694 1/2" Double Wire Basket. This is a splendid basket woven with two or double wires. Has solid tin bottom. Size 12 inches high, 15 inches wide at top, 10 inches wide at bottom. Per dozen, \$ ; each \$



1693 1/2" Extra Large Waste Basket. Tin bottom. Size 18 inches high, 17 inches at the top and 10 inches at the bottom. Per dozen, \$ ; each \$



Daisy.

**Daisy Wire Waste Basket.** Is constructed of bright copper-coated perpendicular wires, coiled around spring steel wire hoops at top and bottom, giving the appearance of one continuous coil. The center hoop is electrically welded to each wire, making a solid joint. The bottom is a pan one inch deep, which prevents pencil cuttings and other small litter from falling through to the floor.

63-C. 13 inches high, 13 inches wide at top and 10 inches wide at bottom.....Per dozen, \$ ; each \$

90-C. 14 inches high, 14 inches wide at top and 10 inches wide at bottom.....Per dozen, \$ ; each \$

**"Dan-Dee" Metal Waste Basket.** No solder whatever is used in its construction. The contents of the basket might burn without doing damage to anything else. The bottom is forced in under heavy pressure and is raised one inch from the floor. Both bottom and top edges are turned over heavy wire, giving it a rounded finish. The openings in the sides are in the upper half, so that dirt can't escape to the floor. Finishes: Snow White, Olive Green, Oak Stain, Mahogany Stain, Oxidized Copper, Statuary Bronze, Brushed Brass, Grained Oak, Grained Mahogany, Grained American Walnut.



"Dan-Dee" Nos. 1, 2

1. Height 12 in., diameter 11 in.... Per dozen, \$ ; each \$  
2. Height 14 in., diameter 13 in.... Per dozen, \$ ; each \$



**Victor Steel Waste Baskets.** Made of sheet steel hand-somely finished to represent Oak, imitation Mahogany or in Olive Green. A solid substantial fire-proof waste basket. Size 14 inches high, 12x12 inches at top (inside) and 9x9 inches at bottom (inside). Finish baked. The rubber corners are a decided advantage. Each \$

Imitation of Oak..... \$  
Imitation of Mahogany..... \$  
Olive Green..... \$

## VUL-COT FIBRE WASTE BASKETS.



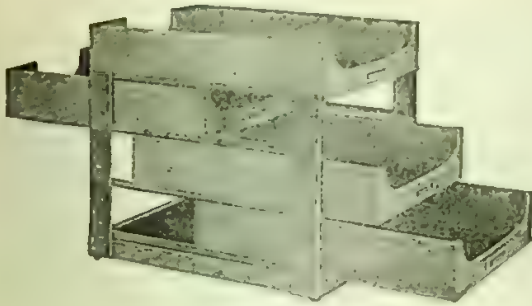
These baskets will not dent, break, rust or corrode. They are clean and sanitary and practically non-inflammable; nothing can fall out.

They have double rolled top. "Vul-Cot" fibre bottom, single lap seam neatly skived, round head rivets enameled to match color.

**"Vul-Cot" Round, Tapered Sides.**

1. Top 10 inches diameter, bottom 8 inches diameter, 12 inches deep. Finished, Dull Maroon, Brown or Green. Each \$  
2. Top 12 inches diameter, bottom 10 inches diameter, 14 inches deep. Finished, Mahogany or White Duco. Each \$  
3. Top diameter 14 inches, bottom, wood, 12 inches, 16 inches deep. Finished, Dull Maroon, Brown or Green. Each \$

### AUTO-DESK TRAY SETS. SECTIONAL.



For temporary filing, distributing and sorting of mail there is no other desk convenience equal to an Auto-Desk Tray Set with its trays that slide out or suspend from either end of a steel electrically welded rack.

Auto Tray Sets are the originals of all similar sets on the market, with improved patented construction.

Sectional racks, as illustrated, enable the user to start with a two-story set to which rack sections with trays can be added at any time, or alterations can be made to accommodate changed conditions.

Carried in Quartered Oak and Mahogany.

#### With Sectional Steel Racks. Two-Tray Sets.

- No. 22L. Letter Size. 10x12½x2½ inches, inside. Each \$  
No. 22C. Cap Size. 10x15½x2½ inches, inside. Each \$

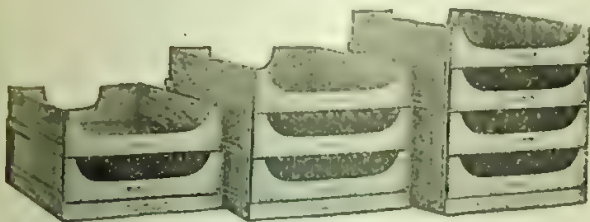
#### Extra Trays and Rack Sections.

- No. 20L. Letter Size. Each \$  
No. 20C. Cap Size. Each \$



Illustration showing parts and construction of Sectional Auto-Desk Tray Sets.

### AUTO-DESK TRAYS. NON-SECTIONAL.

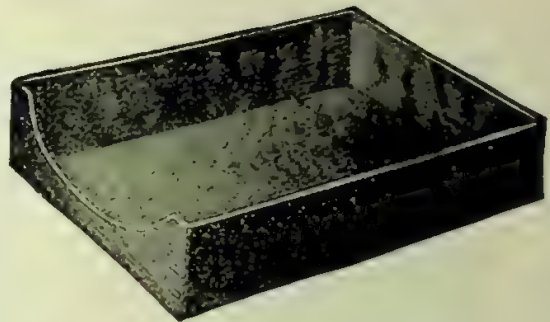


Tray Sets with non-sectional racks are also made with from two to six trays high in a set.

Trays in Letter Sizes 10x12½x2½ inches inside. Cap Sizes 10x15½x2½ inches inside. Quartered Oak and Mahogany. Standard Finish.

	Two Trays		Three Trays	
	No.	Each	No.	Each
Letter	2L	\$	3L	\$
Cap	2C	\$	3C	\$
Height	6½ inches		9½ inches	
	Four Trays		Five Trays	
	No.	Each	No.	Each
Letter	4L	\$	5L	\$
Cap	4C	\$	5C	\$
Height	12 inches		14½ inches	
	Six Trays			
	No.	Each		
Letter	6L	\$		
Cap	6C	\$		
Height	16½ inches			

### STANDARD WOOD DESK TRAYS.



Made in quarter sawed oak and mahogany finishes. Has rounded corners with lock joints. Its cloth covered bottom prevents scratching. Very handsome and substantial.

	Oak		Imitation Mahogany	
	Each	Dozen	Each	Dozen
No. 2. 12x9½x2½ inside.....	\$	\$	\$	\$
No. 4. 14x9½x2½ inside.....	\$	\$	\$	\$

### DESK TRAY SUPPORTS.

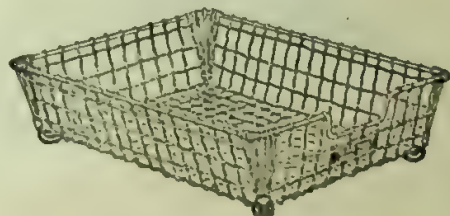
By using these supports, desk trays (if specified when ordered), may be stacked as high as desired. The supports automatically clamp on the sides of the tray underneath, and the tops engage in holes in the bottom of the upper tray. This gives you sectional desk trays of wood. Two trays, mounted, will be 7½ inches high and three trays, mounted, will be 12½ inches high.

In ordering trays to be used with the supports, be sure to mention the fact.



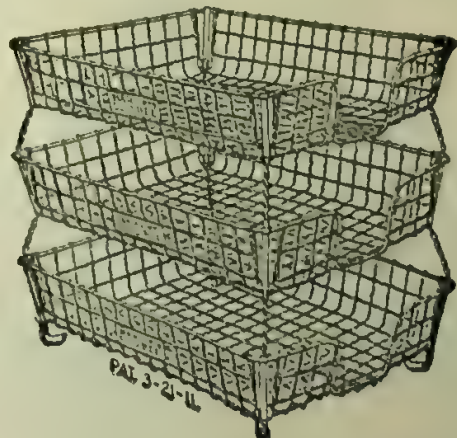
Metal Supports, set of 4.....\$

### WIRE LETTER BASKETS.



701. Wire Letter Basket. Size 10x14x3 inches high.  
Per dozen, \$ ; each \$  
701½. Wire Letter Basket. Extra deep, size, 16½x11½x  
5½ inches high. Per dozen, \$ ; each \$

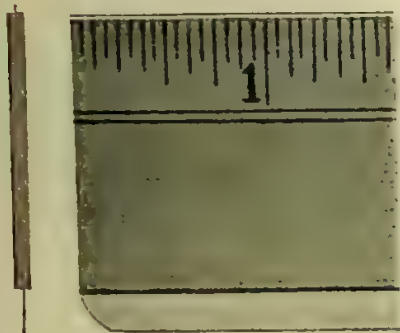
### "BUILT UP" TRAYS.



Can be built up to any desired number of spaces, parts definitely lock in place but are easily put together making a permanent or temporary tier basket.

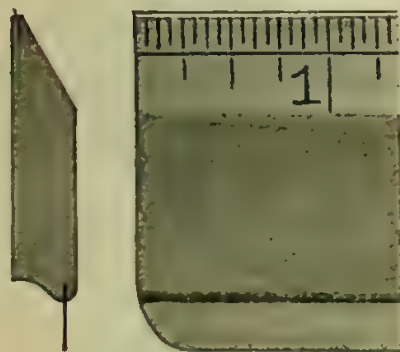
Single Baskets,	Per dozen, \$	each \$
Double Baskets,	Per dozen, \$	each \$
Triple Baskets,	Per dozen, \$	each \$

# DESK RULERS.



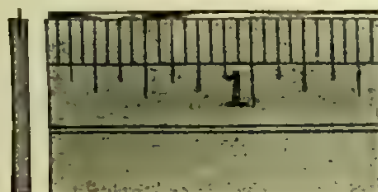
No. 93-47. Flexible Ruler, flat;  $1\frac{3}{4} \times \frac{1}{8}$  inches. Crystal Finish (polished). Steel and transparent celluloid ruling edges. Each ruler in individual transparent envelope.

No.	Dozen	Each
93-47. 12-inch.....	\$	\$
93-47. 15-inch.....		
93-47. 18-inch.....		



No. 35-21. Single Bevel Hardwood, Varnished.  $1\frac{3}{4} \times \frac{1}{8}$  inches.

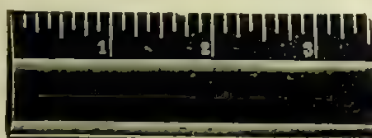
No.	Dozen	Each
35-21. 12-inch.....	\$	\$
35-21. 15-inch.....		
35-21. 18-inch.....		
35-21. 24-inch.....		



No. 92-1  $\frac{1}{2}$ -inch. Thin six-inch Ruler, Varnished Maple, 6-inch flat;  $\frac{3}{4} \times \frac{1}{8}$  inches. Brass edge

No.	Dozen	Each
92-1 $\frac{1}{2}$ . 6-inch.....	\$	\$

## Scale Rubber Rulers.



This is a hard rubber ruler marked with inch scale divided in eighths. The ruler is  $1\frac{1}{4}$  inches wide and has one edge beveled for ruling and the other edge marked with scale.

	Per Dozen	Each
12-inch.....	\$	\$
15-inch.....		

Have you ever noticed that there is often a decided difference in the scale measurements between a really good ruler and a cheap one?

You can depend upon these rulers as being correct, and you can depend upon the Joplin Printing Co. to carry and furnish merchandise that is right.

If faulty or incorrect merchandise should be delivered, notwithstanding our vigilance, we will make it good without quibbling.

You can always depend upon our merchandise and upon us.

**JOPLIN PRINTING CO.**

## Flat Serrated Edge Rubber Rulers.



One of the edges having teeth, this ruler is used for drawing serrated lines.

	Per Dozen	Each
12-inch.....	\$	\$
14-inch.....		
16-inch.....		
18-inch.....		

## Flat Beveled Edge Rubber Rulers.



Made of first quality rubber, the 12-inch and 14-inch being  $1\frac{1}{4}$  inches wide and the 18-inch slightly wider. A very popular ruler for accountants.

	Per Dozen	Each
12-inch.....	\$	\$
14-inch.....		
16-inch.....		
18-inch.....		

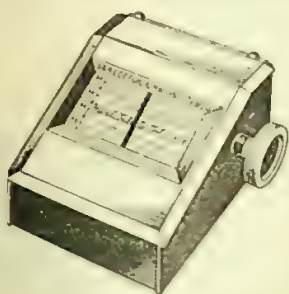
## Flexible Rubber Rulers.



Has a strip of gray rubber running the length of the ruler, which makes it very flexible and not easily broken. This ruler is useful in ruling books as it conforms to the curve of the open page and will not slip while being held with one hand.

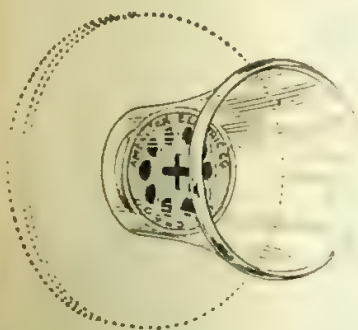
	Per Dozen	Each
12-inch.....	\$	\$
14-inch.....		
16-inch.....		
18-inch.....		

### BATES' TELEPHONE INDEX.



This is one of the handiest, most satisfactory and quickest telephone indexes that has ever been devised. It is as near automatic as an index could be. By turning the knob until a red vertical line of letters is under the desired index letter on the horizontal panel at top, the desired name is brought into almost instant view. Names can be easily written on the paper roll which has space for 720 names and numbers. This index occupies about  $4\frac{1}{4} \times 3\frac{1}{4}$  inches of space and is 3 inches high. Finished in Bronze. Equipped with cushions to prevent marring the finest desk.....Each \$

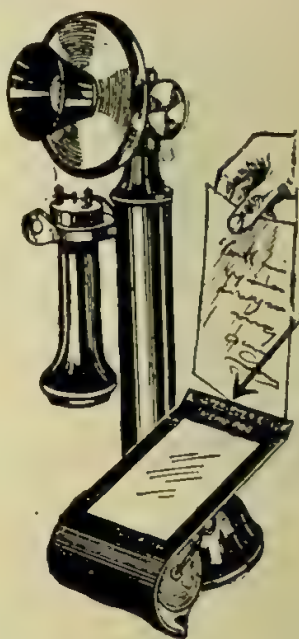
### GERM-PROOF MOUTHPIECE.



The Burns Germ-proof Mouthpiece is made of clear crystal glass with threaded metal section for screwing into transmitter front. It is sanitary and attractive. Can be wiped clean without removal, or it can be quickly removed and disinfected by being placed in boiling water.

Complete.....\$  
Extra Glass.....

### PREMIER PHONE ATTACHMENT.



An exceedingly handy memo attachment for the telephone. Saves time and annoyance when notes must be made at the telephone. Simple, durable, practical. Easily attached.

Attachment complete.....\$  
Extra rolls of paper. Each.....

### Burns' Telephone Bracket.

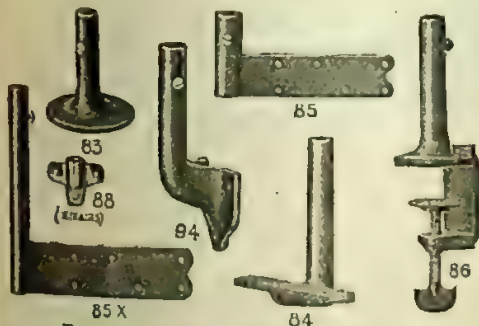
Brings the telephone to you, and takes it out of the way. It is very strong and durable, and can be attached immediately to any style desk or table, or the wall. The price includes clamp for the telephone and bracket for the desk or wall. Mention bracket wanted.

No.	Length of Bracket	Approximate Weight	Price Each
87.	26 inches	5 pounds	\$
107.	30 inches	6 pounds	
127.	34 inches	7 pounds	
147.	38 inches	8 pounds	

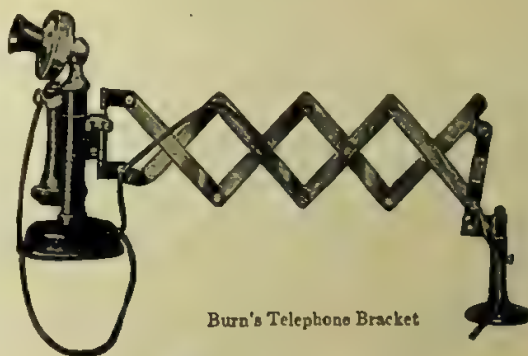
### "HI-LO" Telephone Bracket.

With a "Hi-Lo" bracket the telephone comes to you, whether sitting or standing. The holder is self-balancing and is adjustable to different lengths and heights. Furnished in three lengths.

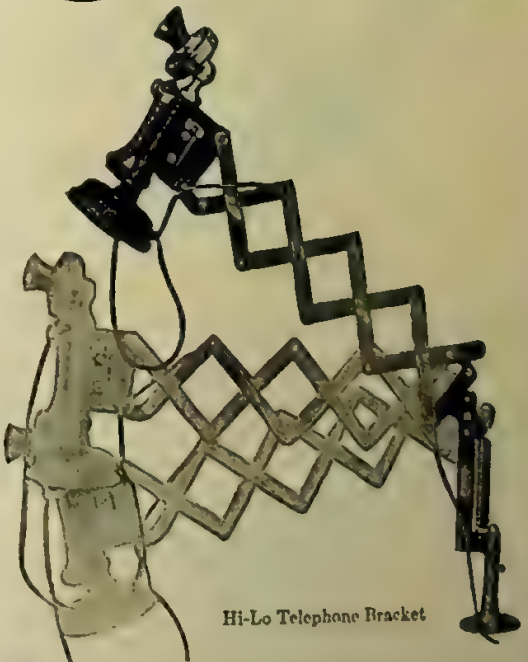
No.	Length of Bracket	Weight about	Price
H 87.	28 inches	7 lbs.	\$
H127.	32 inches	8 lbs.	
H147.	36 inches	9 lbs.	



No.	Extra brackets for either style arm	Each
83.	Flat Top Desk Bracket.....	\$
84.	Flat Top Desk Bracket for Attaching Underneath.....	
85.	Roll Top Desk Bracket.....	
85x.	Roll Top Desk Bracket, Extra Large.....	
86.	Clamp Bracket.....	
87.	Bracket for Vertical Surfacar.....	
88.	Bracket for Wall.....	



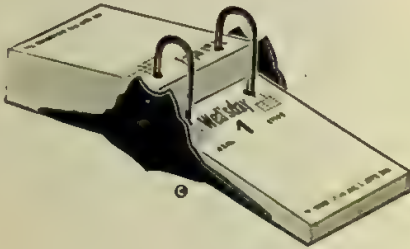
Burn's Telephone Bracket



Hi-Lo Telephone Bracket

## CALENDAR PADS.

### PERFECTION CALENDAR PAD.



#### FLAT FORM STAND.

Commercial Size.

Size of pads  $3\frac{1}{2} \times 4\frac{1}{4}$  inches.

Flat form iron bases with pads. Arches are released by levers so that pads can be taken off and renewed.

#### For Double Desk.

This Perfection Desk Memo. calendar may be placed in the center of a Double Desk.

- |         |                                   |      |    |
|---------|-----------------------------------|------|----|
| No. 10. | Black enameled base with pad..... | Each | \$ |
| No. 14. | Nickel plated base with pad.....  | Each | \$ |
| No. 16. | Brass plated base with pad.....   | Each | \$ |
| No. 2.  | Commercial pads for refill.....   | Each |    |

#### For Single Desk.

Stands are the same as illustrated above, but the pads are the kind shown on the illustration of the Upright Stand.

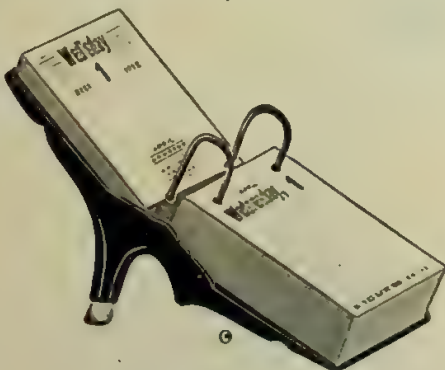
- |         |                                   |      |    |
|---------|-----------------------------------|------|----|
| No. 30. | Black enameled base with pad..... | Each | \$ |
| No. 34. | Nickel plated base with pad.....  | Each | \$ |
| No. 36. | Brass plated base with pad.....   | Each | \$ |
| No. 2.  | Commercial pads for refill.....   | Each |    |

#### PETITE OR LIBRARY SIZE.

Size of pads  $2\frac{1}{2} \times 3\frac{1}{4}$  inches.

For Home Desk, Telephone Tables and in Business Offices where limited memo. space is desired.

- |         |                                   |      |    |
|---------|-----------------------------------|------|----|
| No. 40. | Black enameled base with pad..... | Each | \$ |
| No. 44. | Nickel plated base with pad.....  | Each | \$ |
| No. 46. | Brass plated base with pad.....   | Each | \$ |
| No. 5.  | Petite pads for refill.....       | Each |    |



#### UPRIGHT STAND.

Commercial Size.

Size of pads  $3\frac{1}{2} \times 4\frac{1}{4}$  inches.

Upright form iron bases with pads. For single desks. Arches are released by levers so that pads can be taken off and replaced.

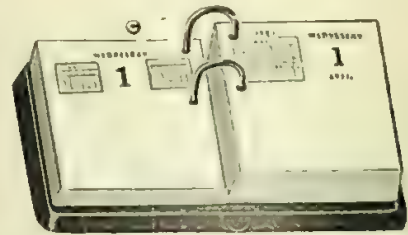
- |         |                                    |      |    |
|---------|------------------------------------|------|----|
| No. 50. | Black enameled base with pads..... | Each | \$ |
| No. 54. | Nickel plated base with pad.....   | Each | \$ |
| No. 56. | Brass plated base with pad.....    | Each | \$ |
| No. 8.  | Commercial pad for refill.....     | Each |    |

#### PETITE OR LIBRARY SIZE.

Size of pads  $2\frac{1}{2} \times 3\frac{1}{4}$  inches.

For home desks, telephone tables or in business offices, where limited memo. space is desired.

- |         |                                   |      |    |
|---------|-----------------------------------|------|----|
| No. 50. | Black enameled base with pad..... | Each | \$ |
| No. 54. | Nickel plated base with pad.....  | Each | \$ |
| No. 56. | Brass plated base with pad.....   | Each | \$ |
| No. 8.  | Petite pads for refill.....       | Each |    |



### GEM DESK CALENDAR.

Occupies minimum space, opens like a book, has double writing surface. Calendar of past, present and future months, always in plain sight. Heavy base with wire arches that will not rust. Pad is made of bond paper suitable for pen use. Size  $3 \times 3\frac{1}{2}$  inches.

- |                                    |      |    |
|------------------------------------|------|----|
| Black enameled base and arch.....  | Each | \$ |
| Nickel plated base and arch.....   | Each | \$ |
| Brass finish base and arch.....    | Each | \$ |
| Pads only for any finish base..... | Each |    |

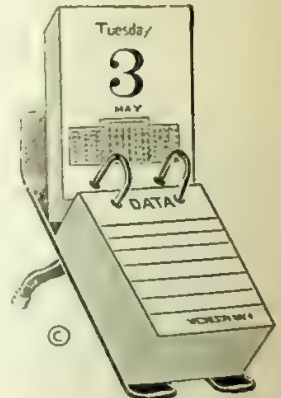
### JUMBO GEM DESK CALENDAR.

Same as above but with very large writing surface. Size of pad  $3\frac{1}{2} \times 6$  inches.

- |                                   |      |    |
|-----------------------------------|------|----|
| Black enameled base and arch..... | Each | \$ |
| Brass finish base and arch.....   | Each | \$ |
| Jumbo Gem Pads.....               | Each |    |

### BUNCH OF DATES CALENDAR.

This calendar is of one piece of highly polished and nickel-plated metal. The wire is in one piece. The calendar shows the present month, also the month before and after. The dates in large type and at bottom of each page day, date and month number, a most convenient feature.



- |        |  |      |    |
|--------|--|------|----|
| No. 1. | Pad, $3 \times 4$ inches, Complete.....            | Each | \$ |
| No. 1. | Pad only.....                                      | Each | \$ |
| No. 2. | Pad, $4\frac{1}{2} \times 4$ inches, Complete..... | Each | \$ |
| No. 2. | Pad only.....                                      | Each | \$ |

### Daily Memorandum Calendars.



- |  |               |        |
|--|---------------|--------|
| 12. Daily Calendar Pad. A low-priced and popular calendar for all purposes. Low pattern, iron, black Japanned. Complete..... | Each          | \$     |
| Pads only.....   | Per dozen, \$ | ; each |

### WALL CALENDARS.

These calendars are splendid for office use. The figures are large and plain and the pad is attached to a heavy cardboard back—one page to a day.

- |   |      |    |
|---|------|----|
| Small. Size $6 \times 6$ inches, figures $3\frac{1}{4}$ inches high.....                        | Each | \$ |
| Medium. Size $7\frac{1}{2} \times 9\frac{1}{4}$ inches, figures $5\frac{1}{4}$ inches high..... | Each | \$ |
| Large. Size $9 \times 11\frac{1}{4}$ inches, figures $6\frac{1}{4}$ inches high.....            | Each | \$ |



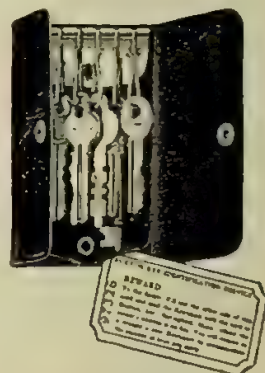
## BUXTON KEYTAINERS.



Keys on a ring make a bulging lump of metal which wears and tears the pocket. The right key is never in the right place. In contrast, Buxton Keytainer is flat, takes up little room and protects the pocket. Each key is on a hook in orderly fashion, readily accessible even in the dark. Every Keytainer has a patented hump swivel hook which allows the keys to turn easily and prevents their loss. Each hook holds 2 keys. These Keytainers are made of the very best grade of leather, with full leather lining to add to their durability. They are made in many styles, but we are listing only the popular ones in this catalog. We will be glad to send full information on application.

### Alligator Calf-Leather Lined, Nickel-plated Hooks.

No.	Each
7. 4 hooks, 8 keys...\$	
7. 6 hooks, 12 keys...	
7. 8 hooks, 16 keys...	



### Steer Hide, Nickel Hooks. Black only.

No.	Each
1. 4 hooks, 8 keys...\$	
1. 6 hooks, 12 keys...	
1. 8 hooks, 16 keys...	

### English Pigskin, Nickel Hooks. Natural Color.

No.	Each
4. 4 hooks, 8 keys...\$	
4. 6 hooks, 12 keys...	
4. 8 hooks, 16 keys...	

### Cowhide, Nickel Hooks. Brown and Black.

No.	Each
2. 4 hooks, 8 keys...\$	
2. 6 hooks, 12 keys...	
2. 8 hooks, 16 keys...	

### Goat Morocco, Nickel Hooks.

No.	Each
5. 4 hooks, 8 keys...\$	
5. 6 hooks, 12 keys...	
5. 8 hooks, 16 keys...	

### Suede, Nickel Hooks. Brown and Gray.

No.	Each
3. 4 hooks, 8 keys...\$	
3. 6 hooks, 12 keys...	
3. 8 hooks, 16 keys...	

### Pigskin -Leather Lined, Nickel-Plated Hooks.

No.	Each
6. 4 hooks, 8 keys...\$	
6. 6 hooks, 12 keys...	
6. 8 hooks, 16 keys...	

### Alligator Calf, Nickel Hooks.

Dark Brown and Silver Gray.

No.	Each
7. 4 hooks, 8 keys...\$	
7. 6 hooks, 12 keys...	
7. 8 hooks, 16 keys...	

### Calfskin, Nickel Hooks. Brown and Black.

No.	Each
8. 4 hooks, 8 keys...\$	
8. 6 hooks, 12 keys...	
8. 8 hooks, 16 keys...	

### Keytainers with Handy Pockets.

The Keytainers listed above are carried with and without Handy Pockets. The Handy Pocket is a small pocket tucked out of sight in a flap underneath the keys. This pocket is very handy for carrying an auto license card or for railway, pullman and theatre tickets or for identification cards of any kind.

Please specify Handy Pockets if you desire your Keytainer so equipped.



## THE ROBINSON REMINDER.

How many minutes do you waste each day trying to remember things? As you walked from your home this morning, you had an idea that would have proved of value in your business. At the office you could not remember what it was. You failed to make a note of it—trusted to your memory and then spent fifteen minutes vainly trying to recall it—because it was valuable.

The Robinson Reminder keeps a memorandum before you until it ceases to be of value, then it can be torn out and thrown away, without disturbing other data, and in this way only live notes are retained. You do not have to thumb over many pages to locate the thing you want.

The Robinson Reminder consists of a perforated pad of couponed sheets made of bond paper and enclosed in a handsome leather case, with a pocket for holding special papers. When the coupons have all been used, you can insert a new pad in the cover in an instant.

Price Complete, in black leather.....\$

Price, complete, imitation leather.....\$

Extra Fillers.....Each, \$ ; 1/2 dozen, \$ dozen \$

## ROBINSON READIPAD.

The Readipad consists of a neat metal stand, containing a pad of perforated coupon sheets. Instead of making a notation on a full sheet of paper, you jot it down on a single coupon which is just the right size. When finished with it, tear it off. Save paper. Always handy, never covered up. Does away with fumbling around for a piece of paper when time is precious. Perpetual Calendar at the top, pencil groove at the side. Rubber feet prevent skidding when holding 'phone with one hand and writing with the other. The Metal Stand is made in two attractive finishes, Brass and Bronze.

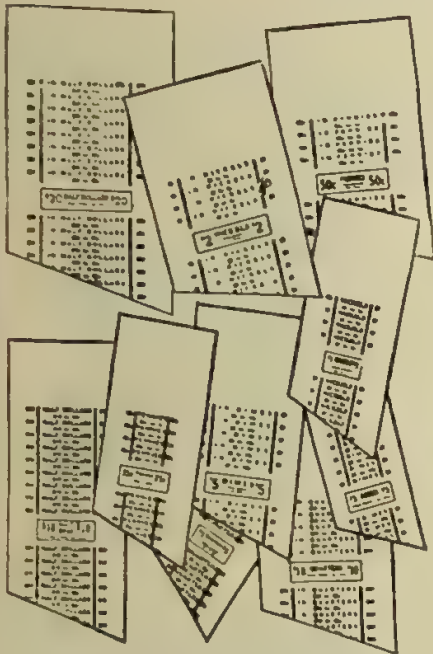
No. 6316. Brass Finish.....Each \$

No. 6315. Bronze Finish.....Each

Extra Pads, size 3x6 inches...Per dozen



## COIN WRAPPERS AND BILL STRAPS

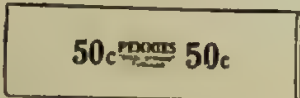


### "STEEL-STRONG" OLD STYLE KRAFT COIN WRAPPERS.

Made from very tough Kraft fiber with colored bands, letters and figures clearly showing value of package viewed from any position. Made in two sizes for every coin except dollars—25c and 50c pennies; \$1 and \$2 nickels; \$3 and \$5 dimes; \$5 and \$10 quarters; \$10 and \$20 halves.

Packed 1000 to a box.

### TUBULAR COIN WRAPPERS.



Made from "Steel-Strong" Kraft.

Correct sizes for Coin Counting Machines. Made of heavy colored Kraft in standard uniform colors, of correct size carefully gauged, having "smooth bore" that permits coins to easily slip in, whether used by hand or on counting machine.

All sizes in stock, viz.: 25c and 50c pennies, red; \$1 and \$2 nickels, blue; \$3 and \$5 dimes, green; \$5 and \$10 quarters, orange; \$10 and \$20 halves, plain; \$20 dollars, plain.

Quality A—Heavy weight. All sizes.

### "STEEL-STRONG"

#### AUTOMATIC COIN WRAPPER.

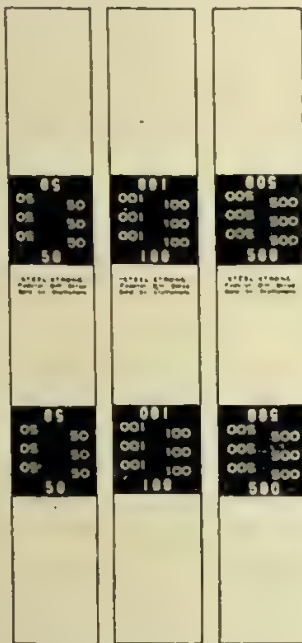
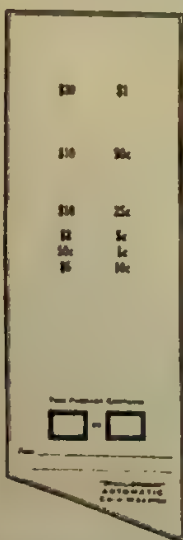
One wrapper will wrap any coin from 1c to \$1 — many banks use it exclusively for supplying their coin depositors — fewer wrappers are given away and errors are eliminated.

"Red Windows Make Easy Visibility."

"It is easier to wrap coins than to hunt wrappers" is the strong appeal this wrapper makes to every bank teller.

Only one size necessary for all coins.

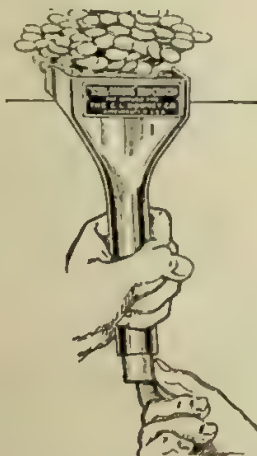
Packed 1000 to a box.



### "STEEL-STRONG" FEDERAL BILL STRAPS.

Made from very tough Kraft fiber with distinctive colors for each denomination—\$25, \$50, \$100, \$200, \$250, \$500, \$1000 and \$2000. Wide band and sanitary adhesive. 1000 in a box.

### "STEEL-STRONG" COIN COUNTER.



This is the most practical, accurate and economical method of counting and wrapping coins at one operation, using tubular wrappers.

Three packages of forty nickels can be counted and wrapped in one minute, with a little practice.

These counters are made for pennies, nickels, dimes and quarters—they have standard bore, and use regular tubular wrappers.

They are light to handle, being made of aluminum, in one piece, highly polished, and very attractive in appearance.

In sets of one each for 1c, 5c, 10c, 25c. Sold singly or in sets.

### COIN BAGS.

Very best quality of heavy weight cotton drilling, single seam, double chain stitch and tie tapes. All sizes listed are carried plain, without printing of any kind.

Imprinting. Bags can be printed with denomination, or name of bank, or both on one side of bag at an additional charge.

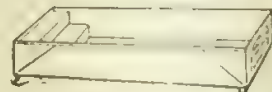


### Capacities of Bags.

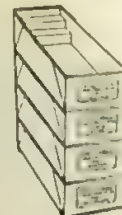
No.	Size	Amount Silver	Amount Gold
1	5 1/2 x 11	\$ 25	\$ 500
2	7 1/2 x 11	50	1,000
3	9 1/2 x 11	100	2,000
4	11 1/2 x 11	200	5,000
5	13 1/2 x 11	250	7,500
6	15 1/2 x 11	300	8,000
7	17 1/2 x 11	500	10,000
8	19 1/2 x 11	1,000	20,000

### Capacities of Bags in Nickels and Pennies.

No.	Amount Nickels	Amount Pennies
1	\$ 5.00	\$ 2.50
2	10.00	5.00
3	25.00	10.00
4	50.00	15.00
5	60.00	25.00
6	75.00	35.00
7	100.00	50.00
8	200.00	100.00



### "STEEL-STRONG" COIN TRAYS.



These Trays are made of sheet steel for storing wrapped coins. They are of the same exterior dimensions for all denominations of coins, and have interlocking corners. The interior is arranged with step devices to hold a given amount of coins. They are practically indestructible, and because of the interlocking feature can be stored in very condensed space in the vault. Exterior enameled in colors to designate value of coin.

Red Tray for.....	\$ 12.50 pennies
Blue Tray for.....	50.00 nickels
Green Tray for.....	150.00 dimes
Brown Tray for.....	200.00 quarters
Black Tray for.....	300.00 halves
Gray Tray for.....	200.00 dollars

### "STEEL-STRONG"

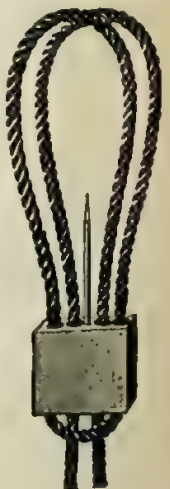
#### LEAD BAG SEALS.

This type of seal for securing coin bags when shipments are made, is used by all Federal Reserve Banks. It is the standard four-hole seal and can be used on any Seal Press. Cord is best quality Italian cable laid hemp.

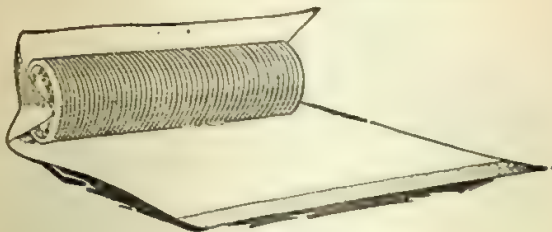
Furnished with pins of 1/4-inch or 3/8-inch length. The 1/4-inch pin always shipped unless other length is specified.

### "STEEL-STRONG" BAG SEAL PRESS.

Is a ratchet regulated Seal Press with cord pulling attachment, that can be used with any lead seal. Bank name is neatly engraved on the dies, without extra charge.



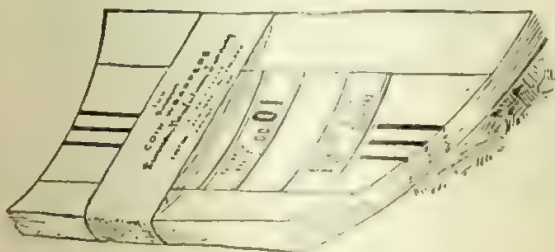
TEA MANILA COIN WRAPPERS.



Of special tough rope tea manila paper, gummed strongly on one end. Each wrapper is cut to correct size so that the coins may be quickly and smoothly wrapped. The denomination for each wrapper is printed in a different color of ink. 1000 in a box, banded in 100's.

No.	Denomination	Color of Ink
1.	\$ 0.25 in Pennies	Black
2.	.50 in Pennies	Red
3.	1.00 in Nickels	Orange
4.	2.00 in Nickels	Lavender
5.	5.00 in Dimes	Green
6.	3.00 in Dimes	Ultramarine Blue
7.	5.00 in Quarters	Olive
8.	10.00 in Quarters	Brown
9.	10.00 in Half Dollars	Purple
10.	20.00 in Half Dollars	Black
1000.....\$	100.....\$	Blue

BIAS COIN WRAPPERS.



Made of strong manila stock, natural manila color, ungummed and cut bias at one end. Coins may be rolled very quickly in this wrapper and held temporarily by folding the ends.

No.	Denomination	Color of Ink
21.	\$ 0.25 in Pennies	Black
22.	.50 in Pennies	Red
23.	1.00 in Nickels	Orange
24.	2.00 in Nickels	Lavender
25.	5.00 in Dimes	Green
26.	3.00 in Dimes	Ultramarine Blue
27.	5.00 in Quarters	Olive
28.	10.00 in Quarters	Brown
29.	10.00 in Half Dollars	Purple
30.	20.00 in Half Dollars	Black
1000.....\$	100.....\$	Blue

TEA MANILA BILL STRAPS.

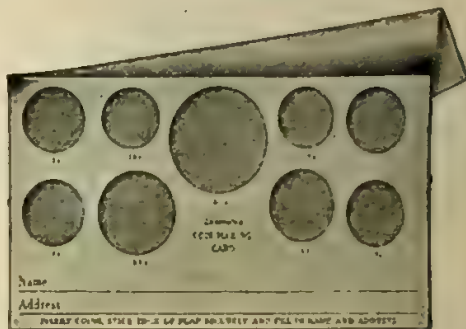


Size 9 3/4 x 1 1/4 inches. Made of strong, grey paper, heavily gummed on one end with a tasteless adhesive that sticks quickly. Printed in different colors to show the different denominations. 1000 in a box, banded in 100's.

No.	Denomination	Color of Printing
11.	\$ 25.00	Black
12.	50.00	Orange
13.	100.00	Red
14.	250.00	Blue
15.	500.00	Green
16.	1000.00	Black
17.	Plain, no printing	Brown
18.	200.00	

Colored Bill Straps and Tea Manila Bill Straps can be printed to order with name of bank or corporation.

COIN CARDS.



For the convenient and safe enclosure of coins when sending by mail. Made of a strong grey stock, with good writing surface, punched with holes in which the coins fit snugly. A gummed flap also provides against possible detection. 100 in a box. Three styles, each size 5x2 1/4 inches, punched as follows:

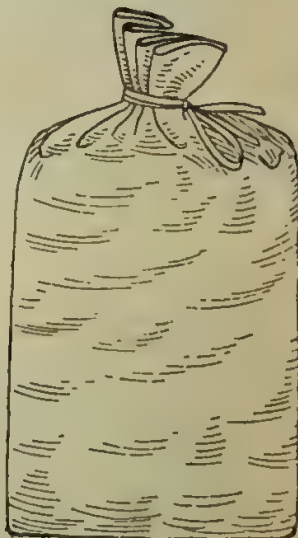
- No. 1. Punched for five 1-cent pieces, one each 5-cent, 10-cent, 20-cent and 50-cent piece.
- No. 2. Punched for one 25-cent piece.
- No. 3. Punched for one 50-cent piece.

AMERICAN BEAUTY COIN BAGS.

These bags are strong and economical. They are made of high grade Duck and are very strong at the seams. The larger sizes are double sewed on all sides, making it practically impossible to pull apart. The tapes are sewed into the seams.

They are carried in two qualities of Duck, "A" Quality of 8-ounce Duck and "B" Quality of 6-ounce Duck.

The prices include printing bank name and denomination in black ink on one side only. Red ink or two colors of ink can be printed at an additional cost. If no printing is desired, a reduction is made. The prices include tie tapes and reductions are made if these are omitted. Unless otherwise specified, we will furnish Plain "B" Quality Bags on sizes 1, 2 and 3 and plain "A" Quality Bags on sizes 4, 5 and 6.

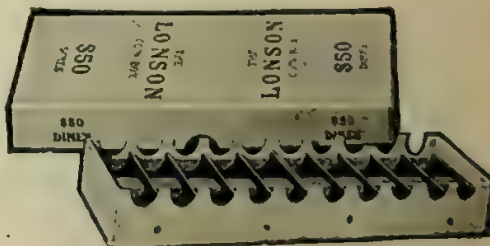


Capacity and size in various denominations.

No.	Size	Silver	Nickels	Pennies	Gold
1.	4 x 6	\$ 25.00	\$ 5.00	\$ 2.50	\$ 500.00
2.	4 1/2 x 7 1/2	50.00	10.00	5.00	1000.00
3.	5 1/2 x 9	100.00	25.00	10.00	2000.00
4.	6 1/2 x 11 1/2	250.00	50.00	15.00	5000.00
5.	8 1/2 x 14 1/2	500.00	100.00	50.00	10,000.00
6.	11 1/2 x 17 1/2	1000.00	250.00	100.00	20,000.00

Please specify quality desired by adding "A" or "B" to the size number, thus: 1 B. or 4 A.

LONSON COIN STORAGE BOXES.



For keeping surplus stocks of coins in an orderly and convenient manner. They consist of a strong, tarboard box, fitted with a wooden inside frame, corrugated as illustrated, to exactly accommodate the coins and hold them firmly in position. The quality and denomination of the coins are printed on sides, ends and top of the cover, in large type.

The Lonson Coin Box is made to hold coins as follows:

- No. 1, \$ 5.00 in pennies.
- No. 2, 20.00 in nickels.
- No. 3, 50.00 in dimes.
- No. 4, 100.00 in quarters.
- No. 5, 100.00 in halves.
- No. 6, 100.00 in dollars.

Lots may be assorted or otherwise.

Five dozen lots or more, per dozen.....\$  
In lots of less than five dozen, per dozen.....\$  
Mailing weight of one dozen boxes about 6 lbs.

## BOND AND CASH BOXES.



**Bond Boxes.** These are extra quality tin, black japanned, with handles to the end. Each box has two flat keys.

No.	Inside Length	Outside Measure	Each
2.	9 inches	9 1/2 x 11 1/2 x 2 1/2 inches high	\$
4.	9 inches	9 1/2 x 11 1/2 x 3 inches high	
1.	10 inches	10 1/2 x 15 1/2 x 2 1/2 inches high	
3.	11 1/4 inches	11 1/2 x 15 1/2 x 4 inches high	



**Waverly Bond Box.** For the protection and storage of important papers. This box is of heavy steel, spot welded, with multiple change lock and finished in Olive Green.

No.	Size, Inches	Weight, Pounds	Each
W1.	11 1/4 x 5 1/2 x 2 1/2	2	\$



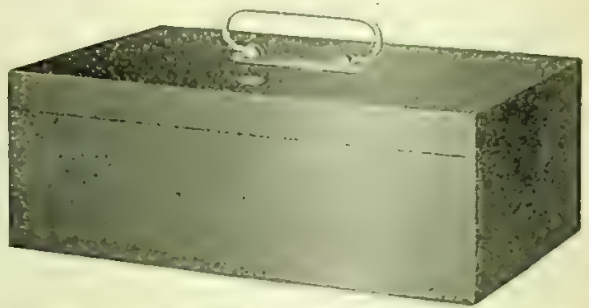
**Waverly Cash Boxes.** These are large size boxes, designed for storage of cash and valuable papers. They are made of steel, spot welded, have multiple change locks and are finished in Olive Green.

No.	Size, Inches	Weight, Pounds	Each
W 12.	12 1/2 x 8 1/2 x 5 1/2	3	
W 14.	14 1/4 x 10 1/2 x 6 1/2	4 1/2	



**Mitre Banded Cash Boxes.** These are extra heavy boxes, reinforced on all edges and corners by extra strips, which increase their strength and durability. The handles are sunk and the boxes are finished in black japan. Each is fitted with two flat keys.

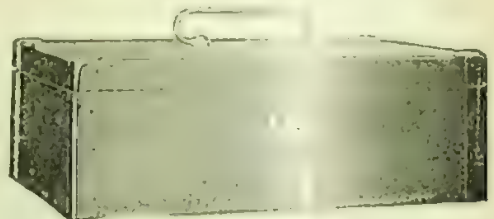
No.	Inside Length	Outside Measure	Each
9A	9 inches	9 1/2 x 6 1/2 x 3 1/2 inches high	\$
10A	10 inches	10 1/2 x 7 1/2 x 4 1/2 inches high	
12A	11 1/2 inches	12 1/2 x 8 1/2 x 5 1/2 inches high	
13A	13 inches	13 1/2 x 9 1/2 x 6 inches high	
14A	14 inches	14 1/2 x 10 1/2 x 6 1/2 inches high	
15A	15 inches	15 1/2 x 11 1/2 x 6 1/2 inches high	
16A	16 inches	16 1/2 x 12 x 7 inches high	
18A	18 inches	18 1/2 x 13 1/2 x 8 1/2 inches high	
20A	20 inches	20 1/2 x 14 1/2 x 10 1/2 inches high	



**Allsteel Bond Box.** This is an excellently made Bond Box, with lock and key-hole in the top. It is made from high-grade, open hearth, steel sheets. Attractively finished in black. It is made in three sizes, as shown below.

No.	Long	Wide	Deep	Each
20	11	5 1/2	4	\$
40	12 1/2	8 1/2	4	
60	14 1/2	11 1/2	6	

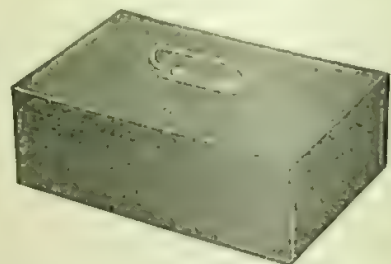
## GLOBE STEEL SECURITY BOXES.



1300 Line, made in four sizes.

These boxes are made of 18-gauge steel plate and have cylinder locks, pin tumbler with two para-centric keys. Handsomely enameled in black, crystal finish, or in mahogany, grain finish. Number 1302 and 1303 can be fitted with Cash Trays, as illustrated below.

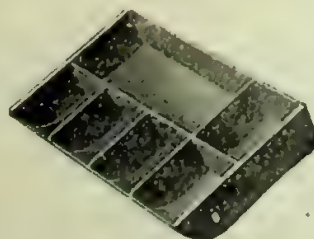
No.	Size, Inches	Weight, Pounds	Black Enamel	Mahog. Grain
1301	9 1/2 x 4 1/2 x 1 1/2	4	\$	\$
1302	11 x 7 1/2 x 1 1/2	7		
1303	13 x 11 1/2 x 6 1/4	12		
1304	14 1/2 x 11 1/2 x 6 1/4	13		



1400 Line, made in four sizes.

The boxes in this line are made of 21-gauge steel plate. Cabinet locks with two keys with flat bolt set in cover. Black enamel finish only. All boxes have reinforced corners, electric-welded joints, and nicked handles and hinges. The numbers 1402 and 1403 can be fitted with Cash Trays as illustrated below.

No.	Size, Inches	Weight, Pounds	Black Enamel
1401	9 1/2 x 4 1/2 x 1 1/2	3	\$
1402	11 x 7 1/2 x 1 1/2	5	
1403	13 x 11 1/2 x 6 1/4	8	
1404	14 1/2 x 11 1/2 x 6 1/4	10	



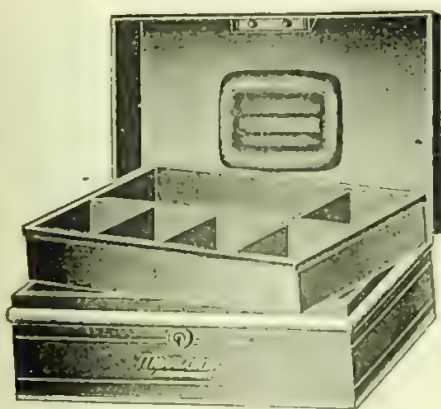
**Cash Trays for Second and Third sizes in both lines.** These trays are 2 inches in depth and are suspended in the box on rails. They are made of 24-gauge steel, with welded joints, and are strong and rigid.

**No. 2 CT.** To fit Nos. 1302 & 1402, weight, 1 1/2 lbs

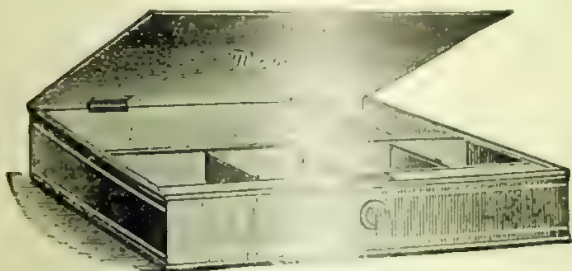
**No. 3 CT.** To fit Nos. 1303 & 1403, weight, 2 lbs.

**Illustrating No. 2 CT.** No. 3 CT is similar with 2 large and 2 small compartments at the back.

## OFFICE BOXES.



125. Special. Office box, heavy tin, japanned, has good lock, tray has compartments for change and bills, size,  $7\frac{1}{2} \times 10\frac{1}{2} \times 4\frac{1}{4}$  inches. . . . . Each \$

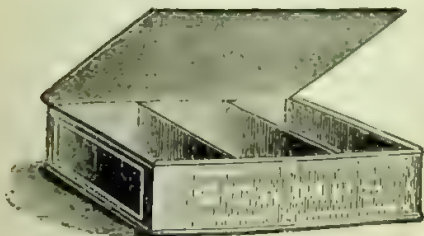


1. These are used as change boxes for various purposes. There are six compartments. The finish is black japan. Size,  $9\frac{1}{2} \times 7 \times 2$  inches. With lid and lock . . . . . Each \$
2. As above. Without lid or lock . . . . . Each

## STAMP BOXES.



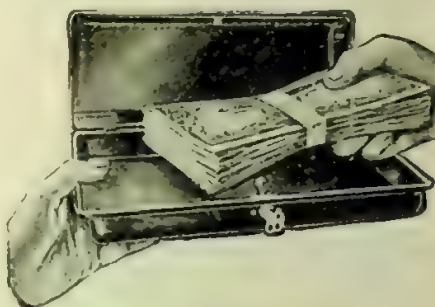
- Parcel Post Stamp Box. Handsomely japanned, compartments are large, has good lock and two flat keys, size  $7 \times 9\frac{1}{2} \times 2$  inches. . . . . Each \$



All but the one-part box are in the style of the illustration with compartments having scoop bottoms. The one-part has a flat bottom. They are finished in black japan.

- 1P. 1-Part.  $4 \times 2\frac{1}{2} \times 2\frac{1}{4}$  inches high. . . . . Each
- 2P. 2-Part.  $4\frac{1}{2} \times 4 \times 1\frac{1}{2}$  inches high. . . . .
- 3P. 3-Part.  $6\frac{1}{2} \times 4 \times 1\frac{1}{2}$  inches high. . . . .
- 4P. 4-Part.  $6\frac{1}{2} \times 4 \times 1\frac{1}{2}$  inches high. . . . .

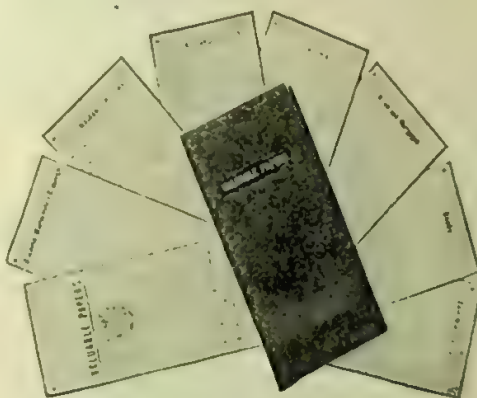
## VALUABLE PAPER BOX.



A very Convenient Box for Bonds or Currency. Stamped from two pieces of heavy steel, handsomely finished in hard-baked, dull black enamel. Fastening device works as a simple catch or as a lock with two flat steel keys. Size 11 in. long,  $5\frac{1}{4}$  in. wide,  $2\frac{1}{2}$  in. deep. Mailing weight 2 pounds.

No. 2. . . . . Each, \$ . . . ; doz. \$

## VALUABLE PAPER WALLET.



This fold Wallet is arranged with eight heavy manila envelopes, printed and ruled for convenient noting of contents. Envelopes are fastened to the cover with a silk cord which passes through two eyelets in each envelope and tied in a bow, allowing envelopes to be taken out or re-arranged. A very practical and convenient place for keeping Bonds, also. Each, \$



## BILL HEAD CASES.

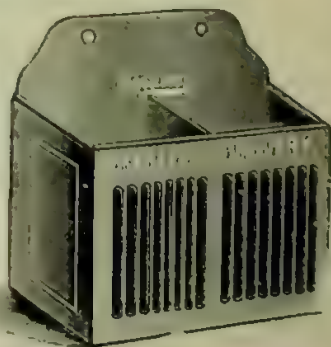
Used in billing departments of many mercantile concerns. Also used for holding advertising matter so that customers may take a copy. Finished in black enamel with gold bronze marking.

- 1-Part.  $9 \times 1\frac{1}{2} \times 5\frac{1}{4}$  inches. Per dozen, \$ ; each, \$
- 2-Part.  $9 \times 1\frac{1}{2} \times 8\frac{1}{2}$  in. Per dozen, \$ ; each, \$
- 3-Part.  $9 \times 2\frac{1}{2} \times 11\frac{1}{2}$  in. Per dozen, \$ ; each, \$
- 3-Part. Extra Long.  $9 \times 2\frac{1}{2} \times 18$  inches high. Per dozen, \$ ; each, \$

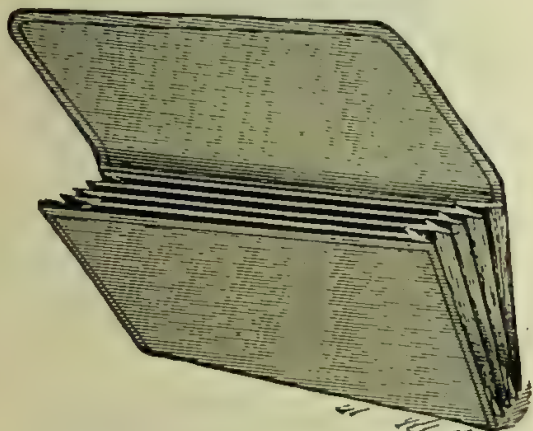
## POST OFFICE BOXES.

These boxes have been used for years in facilitating the handling of mail. Their use is not confined to mail, for they are used in many offices in a variety of ways to promote orderly routine.

- 1-Part.  $3\frac{1}{2} \times 1\frac{1}{2} \times 6\frac{1}{4}$ . Each. . . . . \$
- 2-Part.  $7\frac{1}{2} \times 1\frac{1}{2} \times 6\frac{1}{4}$ . Each. . . . .
- 3-Part.  $11 \times 1\frac{1}{2} \times 6\frac{1}{4}$ . Each. . . . .



## BILL BOOKS OR COLLECTION WALLETS.



No. 787. Grained Russia, Red Cowhide, Flap. Five full bellows, duck lined pockets. Leather Gussets. Extra strong..... Each \$

No. 788. Same as above, size 5x12 with six pockets... Each

## LEATHER ENVELOPES.



Made with one pocket, unlined, no gusset and have flap. They are used for papers of various sorts

### Black Calf-finish Leather, Unlined.

565-9.	Size 4 x 9 inches	Each \$
565-10.	Size 4 1/2 x 10 inches	Each
565-11.	Size 4 1/2 x 11 inches	Each

### Black Seal Grain Leather, Unlined.

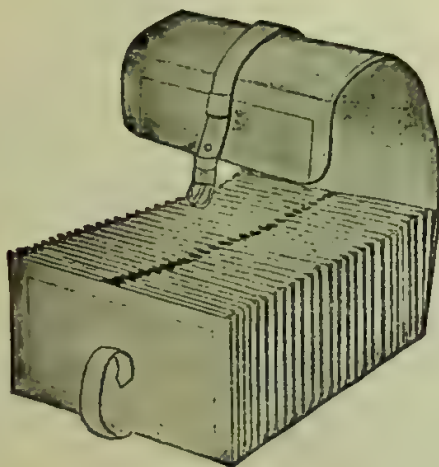
502-9.	Size 3 1/2 x 9 inches	Each \$
502-10.	Size 4 1/4 x 10 inches	Each
502-11.	Size 4 1/2 x 11 inches	Each

### Gussets Side and Bottom, Unlined. 1 1/4-inch Expansion.

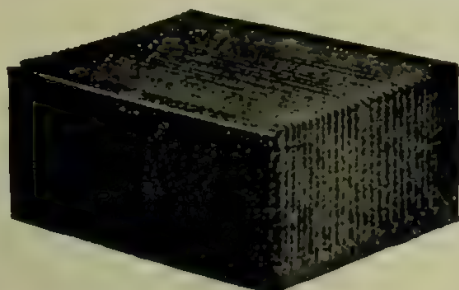
563.	Seal Grain Cowhide, black, size 4 1/2 x 11 inches	Each \$
564.	Russet Cowhide, Smooth, size 4 1/2 x 11 inches	Each

## BANKERS' CASES.

### FULL LEATHER



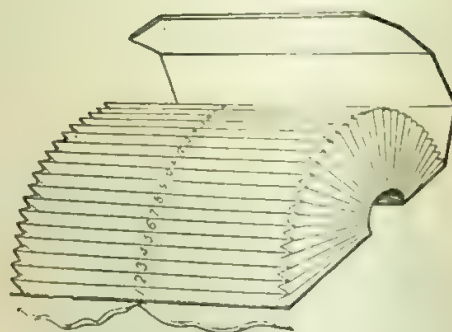
5021. Finest Red Grain Leather, 32 pockets, numbered from 1 to 31 and one marked sundries. Leather gussets, buckle strap. Extra long flap. Size, 5 1/2 x 11 inches..... Each \$



5064. Red American Russia, 32 pockets numbered 1 to 31 and for sundries, cloth pockets, leather gussets, size 5x11 inches..... Each \$

5064. Same as above but 27 pockets, one for each letter and one for sundries. Size 5x11 inches..... Each

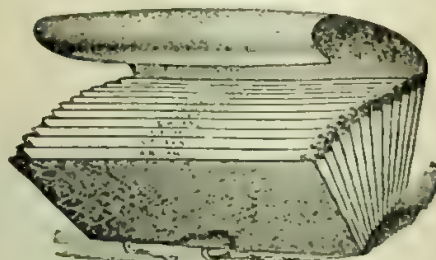
### FULL CLOTH



Extra strong, being full duck, with cloth gussets, paper partitions, with tape.

		Indexed	Each
19.	5 x 9 3/4 inches, 21 pockets,	A to Z	\$
20.	5 x 9 3/4 inches, 12 pockets,	Jan. to Dec.	
21.	5 x 9 3/4 inches, 31 pockets,	1 to 31	
29.	6 x 11 1/2 inches, 21 pockets,	A to Z	
30.	6 x 11 1/2 inches, 12 pockets,	Jan. to Dec.	
31.	6 x 11 1/2 inches, 31 pockets,	1 to 31	

### MANILA PAPER

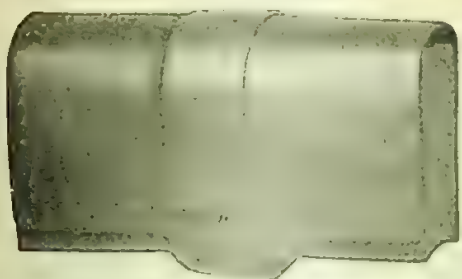


Made of the best manila paper with press board sides and binding tapes. Sizes 5x9 3/4 inches.

	Indexed	Dosen	Each
9.	21 pockets, A to Z	\$	\$
10.	12 pockets, Jan. to Dec.		
11.	31 pockets, 1 to 31		

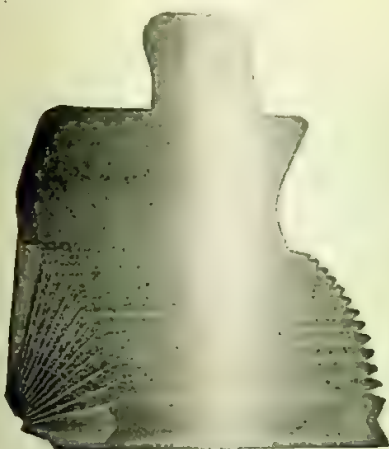
We can furnish engraved stationery to meet the most exacting tastes.

## BANKERS' CASES.



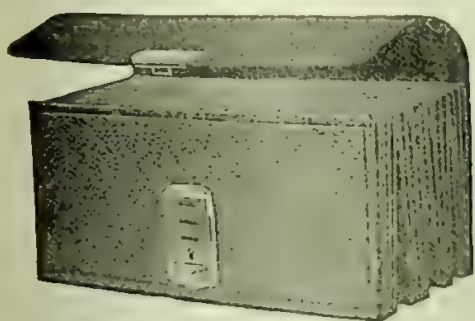
Each

- L-5000. Red American Russia with Long Flap and Strap. Paper Pockets with cloth expanding gussets. Thirteen pockets, size  $6\frac{1}{2} \times 12$  inches. \$
- L-5001. Same as L-5000, but having 27 pockets. ....
- L-5002. Same as L-5000, but having 32 pockets. ....
- L-5006. Same as L-5000, but having 27 pockets and size  $6\frac{1}{2} \times 9\frac{1}{4}$  inches. ....
- L-5007. Same as L-5000, but having 32 pockets and size  $6\frac{1}{2} \times 9\frac{1}{4}$  inches. ....



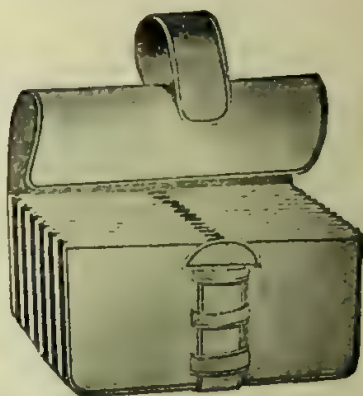
Each

- L-5042. Black Seal Grain Box Shaped Case. 13 pockets made of colored paper with cloth gussets. Size  $4\frac{1}{2} \times 9\frac{1}{2}$  inches. \$
- L-5043. Same as L-5042, but made of Black Seal Roan. ....
- L-5044. Same as L-5042, but made of Black Seal Roan and in size  $5 \times 10$  inches. ....
- L-5045. Red American Russia. Size  $5 \times 11$  inches. 13 pockets made of colored paper with cloth gussets. ....
- L-5046. Black Seal Roan. Size  $4\frac{1}{2} \times 9\frac{1}{2}$  inches, with 27 pockets. ....
- L-5060. Black Seal Roan. Size  $5 \times 10$  inches, with 27 pockets. ....



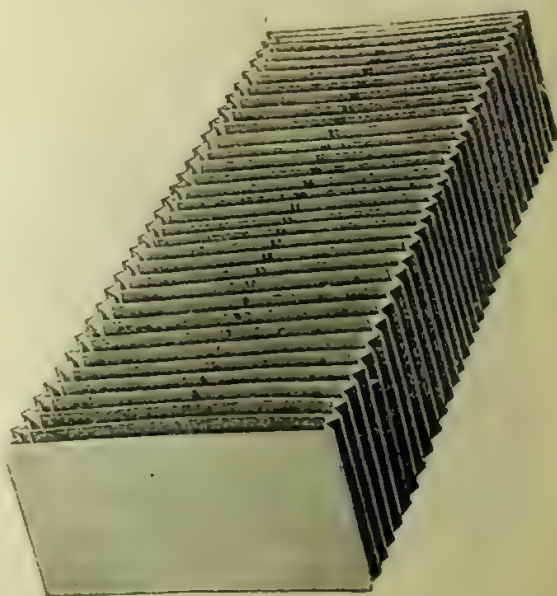
Each

- L-5072. Combination Box and Bellows Case. Patent expansion gussets and graduated lock. Made of Black Seal Roan. 13 colored paper pockets with cloth gussets. Size  $5 \times 11$  inches. \$
- L-5073. Same as L-5072, with 27 pockets. ....
- L-5077. Same as L-5072, but made of Fine Black Grain Leather and having 13 pockets made of cloth with leather gussets. ....
- L-5078. Same case as L-5077, but with 27 pockets. ....



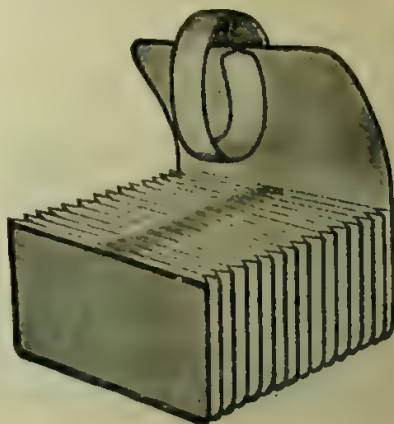
Each

- L-5032. Red American Russia with Patent Adjustable Strap. 14 double stitched canvas pockets, small pockets in center. Size  $5 \times 11$  inches. \$
- L-5033. Same as L-5032 with 27 pockets. ....
- L-5040. Same as L-5032 with 32 pockets and having an extra long flap. ....



Each

- No. 30. Favorite Banker's Case. Made of full Canvas without flap top. Cloth gussets. Will expand to 31 inches. 31 pockets marked with combination index: A-Z, Jan. to Dec. 1-31. Size  $4\frac{1}{2} \times 10\frac{1}{4}$ . \$



Each

- L-5057. Heavy Duck Bound with Leather. Double stitched canvas pockets. Small pockets in center 14 pocket case. Size  $5 \times 11$  inches. \$
- L-5058. Same as L-5057 with 27 pockets. ....
- L-5059. Same as L-5057 with 32 pockets. ....

## BRIEF AND CATALOG CASES.



No. 100. A medium priced Brief Case of excellent quality. Carried in Black and in Brown, smooth finish, Cowhide. Reinforcing straps go around case. Lock is arranged for expansion. Size 16x11 inches.

No.		Each
100/3.	3 pockets.....	\$
100/4.	4 pockets.....	\$



No. 103. This is a splendid value Brief Case of general adaptability. It is made in five different sizes and each size is made with one to four pockets, each with 1 1/4-inch expansion. These Cases are carried in Black and in Brown, smooth finish, Cowhide.

No.	Size	Pockets	1	2	3	4
103-12	12x8.....		\$			
103-14	14x 9 1/2.....			\$		
103-16	16x10.....				\$	
103-16	16x11.....					\$
103-18	18x11.....					\$

Be careful to specify number of pockets and color of leather desired.



No. 251. Collectors' Case. This is an excellent case for the collector or for one carrying small papers. It is carried in Black and in Brown, smooth finish, Cowhide and is made with three pockets. Size 12x16.....Each \$



No. 220. A medium priced Catalog Case of excellent construction. It is divided into two large compartments by a leather division on which are two flat pockets for Order Books, Envelopes, etc. Carried in Black and Brown, smooth finish, Cowhide. Size 16x11x6 inches.

No. 220.....Each \$



No. 227. A splendid, heavy duty catalog case with straps going around entire case and buckling at the top to form a convenient and comfortable handle. Case is divided into two large pockets by a leather partition on which are two flat pockets suitable for Order Books, Envelopes, etc. This case is made in four different sizes and is carried in Black and Brown, smooth finish, Cowhide.

No.	Size	Each
227-15	15 x10 x5 1/2	\$
227-16	16 x11 x6	
227-17	17 x11 1/2 x6 1/2	
227-18	18 x12 x7	



Brief Pockets. These are single pocket cases that fasten with snap fasteners in the flap. The cases have an expansion of 1 1/4 inches and are carried in three sizes. These cases are made in Black and Brown, smooth finish, Cowhide.

No.	Size	Each
10	10 x 8	\$
11	12 1/2 x 9	
12	15 x10	

We are able to quote attractive mill prices on large envelope orders

### CATALOG CASES. With Adjustable Handles.



No. 228. This is an excellent Catalog Case, made of Brown and Black, smooth finish, Cowhide. It has two large compartments, separated by a leather division on which are two flat pockets for Order Books, Pencils, etc.

This case is equipped with a patented, adjustable handle made on a steel bar which adjusts itself to the center of the case, regardless of contents. The steel bar is leather covered and the handle is solid leather.

The expansion lock permits the bag to be locked tight whether or not bag is packed to capacity. Made in two sizes.

No.	Size	Each
228-16	16x11x0	\$
228-18	18x12x0	\$



No. 229. This catalog case is of splendid construction, made of Brown and Black, smooth finish, Cowhide. It has a patented, adjustable handle made on a steel bar, leather covered, which adjusts itself to the center of the case, regardless of contents. The handle is of full leather and the straps extend around the case. The expansion lock permits case to be locked tightly over contents.

Carried in three sizes, two of the sizes with from three to five pockets and one size with four pockets only. Each pocket with 1 1/4-inch expansion.

No.	Size	Pockets	
229-15	15x10	3	\$
229-16	16x11	4	\$
229-17	17x12	5	\$

Please be careful to specify number of pockets and color of leather desired.

### OFFICE MAIL BAGS.



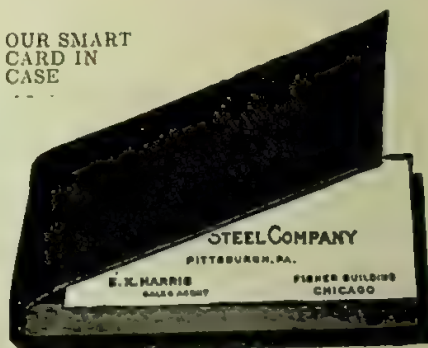
#### HEAVY DUCK.

No. 1215. Canvas Office Mail Bag. These bags are made of heavy slate duck and leather flap with 3-inch leather base, bottom and sides leather welt.

Size, In.	Each	Size, In.	Each
13x10.....	\$	20x15.....	\$
15x12.....		24x16.....	
17x14.....		26x18.....	

### PEERLESS PATENT BOOK FORM CARDS.

OUR SMART  
CARD IN  
CASE



They are more than a card; they are an expression of personality, individuality. They are not only better, but they represent actual economy, because they eliminate waste. Being in book form, every card is used just when detached. They are always flat, unmarred and clean, and all the edges are perfectly smooth and sharp. They can only be appreciated by being seen and used. Send today for a sample tab and detach the cards one by one as you would use them. Their perfection will please you. Prices cheerfully quoted.

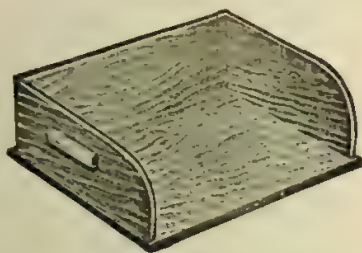
### USE THIS CATALOG AS A BUYING GUIDE.

In it we are showing the office supplies, devices and equipment that have been tested and approved in many business institutions. If, however, you do not find exactly what you want in it, write to us, or call at our store, for it is probable that we have just what you want.

### COIN AND CURRENCY TRAYS.

#### Oak Coin Trays.

These trays are very strongly made of oak and neatly finished and are intended to hold \$500 in silver.



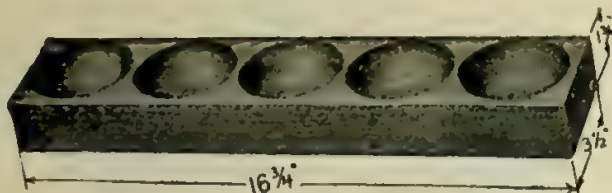
No.		Size	Each
10.	For Dimes,	8 1/4 x 9 inches.....	\$
25.	For Quarters,	9 x 11 1/4 inches.....	
50.	For Halves,	7 1/2 x 13 1/4 inches.....	
100.	For Dollars,	9 1/4 x 13 1/4 inches.....	



#### Oak Currency Tray.

It is 17 inches long, 10 1/2 inches wide, 3 inches high, with four compartments for bills. Each \$

#### Coin Till and Cash Tray.



No. 34. Size 16 3/4 in. long, 3 1/4 in. wide, 1 1/4 in. high; made of white maple, natural finish. Each, \$



No. 35. Size 17 1/4 in. long, 11 1/4 in. wide, 2 1/4 in. high; made of white maple, natural finish. Each, \$

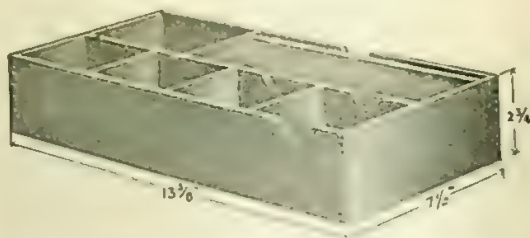
#### Staats Gold and Silver Storage Trays.

A handy method for storing gold and silver coins in metal trays. Trays are removable and interchangeable and form a compact and rigid stack. Gold tray holds \$3550 in 20s, 10s and 5s. Trays for silver are separate. Tray for dollars holds \$200; for halves, \$175; for quarters, \$144.



Price per tray.....\$

### SIDE DESK DRAWER TRAY.



The loss of time for the stenographer can easily be reduced by equipping the side drawer of the typewriter desk with the Polar Side Desk Drawer Tray.

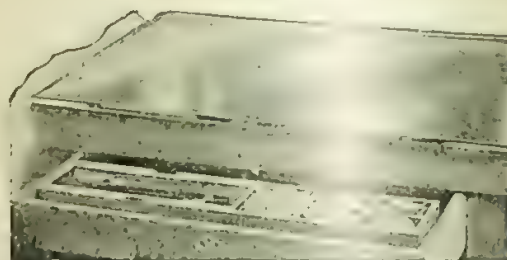
It offers a convenient place for the inkwell, in a space arranged to take a well up to a three-inch square, and a handy place to assort pens, pencils, clips, rubber bands, etc.

The Loose Lift Tray can be easily lifted out, under which additional stock of pencils can be stored. It is made in one size to fit any desk drawer, and is also convenient for the business man's desk drawer who prefers to use this method of assorting accessories.

#### No. 6—Side Desk Drawer Tray.

Size 13 1/2 inches long by 7 1/2 inches wide by 2 1/4 inches high. Price..... Each \$

### CENTER DESK DRAWER TRAY.



The busy business man can never locate about his desk, pencils, pens, clips, pins, rubber bands, etc.

The Center Desk Drawer Tray is designed to fit the center drawer in the knee space of his desk, and permits him to assort them where they are always convenient.

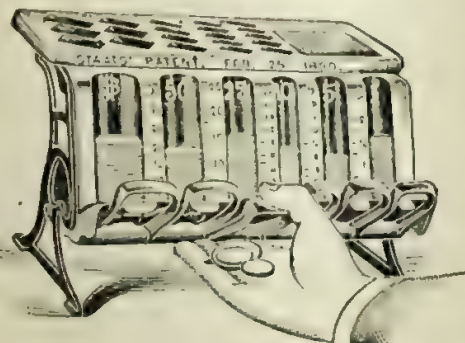
Made in one size to fit any desk drawer and of a finish to compare with the inside finish of most all desk drawers.

The loose pencil tray can be lifted out so that an additional supply of pencils can be stored in the compartment underneath.

#### No. 5—Center Desk Drawer Tray.

Size 17 inches long, 4 inches wide and 1 1/4 inches high. Price..... \$

### MONEY CHANGERS.



The coins are sorted in columns according to denomination, and the gauge shows the amount of new coin in a column. By depressing a key a coin drops into the hand. The storage tray on top may be removed, if preferred, and used independently.

1. Staat's. For silver, nickels and pennies only. Size, 10 1/2 inches long, 11 inches wide, 6 1/2 inches high... Each \$
2. Staat's. For gold, silver, nickels and pennies. Size, 17 inches long, 11 inches wide, 6 1/2 inches high.... Each

## POSTAL SCALES.

### RELIANCE POSTAL SCALE FOR DESK OR LIBRARY.

Capacity, 8 ounces, by  $\frac{1}{4}$  ounces.

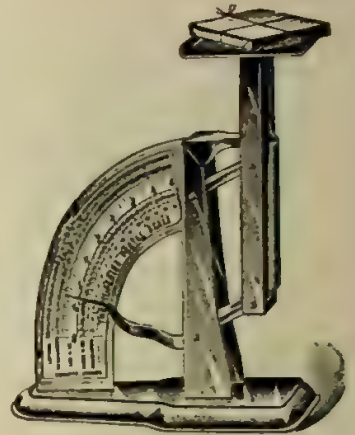
The "Reliance" is invaluable for estimating and weighing samples, as it shows weight by one-quarter ounces. The dial is stamped deep into the metal and filled with white enamel. Very easy to read and indestructible in cleaning. Size  $4\frac{1}{2}$  in. high, 3 in. wide,  $1\frac{1}{2}$  in. long. Beautifully enameled in black and artistically decorated.

Each.....\$  
Fully nickel plated or oxidized copper.  
Each.....\$

### SUPERIOR POSTAL SCALE.

Capacity, 4 pounds, by  $\frac{1}{2}$  ounces.

The "Superior" Postal Scale is designed for banks and large business houses. Handsomely finished in black enamel, oxidized copper, or full nickel plate. Mention finish when ordering. Size: 7 in. high, 4 in. wide, 7 in. deep. Each, \$

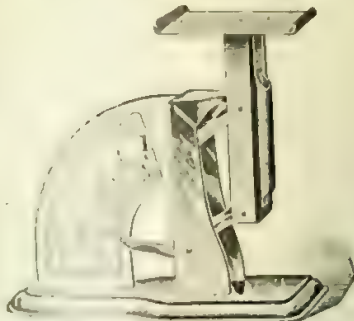


### GEM POSTAL SCALE.

Capacity, 1 pound, by  $\frac{1}{2}$  ounces, also  $\frac{1}{2}$  kilo by 10 grams.

The "Gem" Postal Scale is especially designed for the desk and library. Weighs up to 1 pound by one-half ounces. Handsomely finished in black enamel, oxidized copper, or full nickel plate. Mention finish when ordering. Size  $4\frac{1}{2}$  in. high, 3 in. wide,  $4\frac{1}{2}$  in. deep.

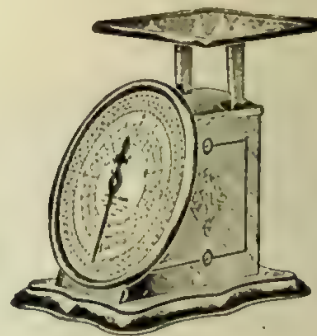
Each.....\$



### LIBERTY POSTAL SCALE. No. 4.

Capacity, 4 pounds, by  $\frac{1}{2}$  ounces.

The "Liberty No. 4" is self-computing on all classes of mail, including first-class foreign postage. Round dial in white with black and red figures protected by transparent cover of celluloid. Has sword-shaped indicator. The slanting dial is very easily read. Platform:  $3\frac{1}{2} \times 1\frac{1}{2}$  in. Height, 6 in. Also equipped with patented regulating screw for adjustment. Gold bronze finish. Each, \$



### LIBERTY POSTAL SCALE. No. 1.

Capacity, 1 pound, by  $\frac{1}{2}$  ounces.

The "Liberty No. 1" is self-computing on all classes of mail, including first-class foreign postage. White dial, black figures, gold bronze finish. Height, 4 in.

Each.....\$

### LIBERTY PARCEL POST SCALE.

Capacity, 20 pounds, by ounces.

The Liberty Parcel Post Scale has chart protected by glass and sash with dustproof lining. It is acknowledged the best scale of its kind on the market.

No. 20. Black enamel, steel platform. Each.....\$

No. 21. Black enamel, tile platform. Each.....\$

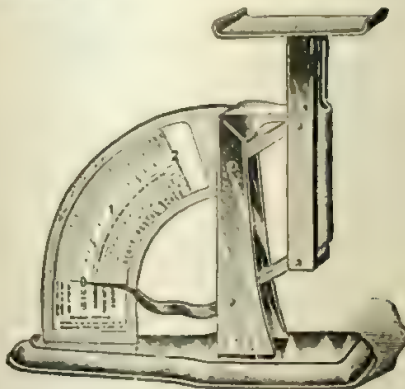
No. 22. Blue enamel, tile platform. Each.....\$



### LIBERTY POSTAL SCALE. No. 2.

The "Liberty No. 2" is self-computing on all classes of mail matter including foreign postage. White dial, black figures, gold bronze finish. Height, 6 in.

Each.....\$

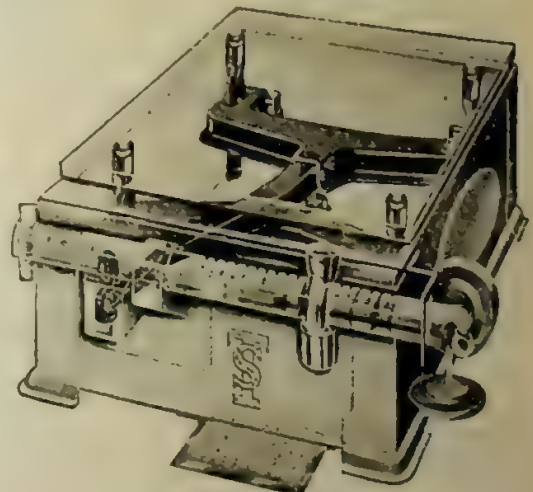
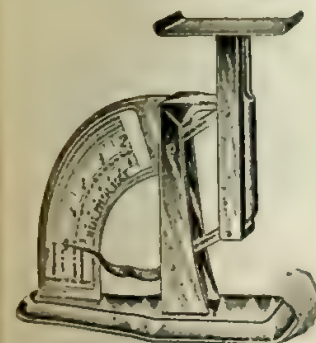


### IDEAL POSTAL SCALE.

Capacity, 2 pounds, by  $\frac{1}{2}$  ounces, also 1 kilo, by 10 grams.

The "Ideal" Postal Scale is well suited for offices and stores. Beautifully finished in black enamel, oxidized copper, or full nickel plate. Mention finish when ordering. Size 6 in. high, 4 in. wide  $6\frac{1}{2}$  in. deep.

Each.....\$



Triner's Allsteel Beam Platform Parcel Post and Shipping Room Scales. It is the only beam platform Parcel Post Scales provided with a rate computing chart. Capacity 101 lbs. Finish is black enamel. Each \$

## CUSPIDORS.



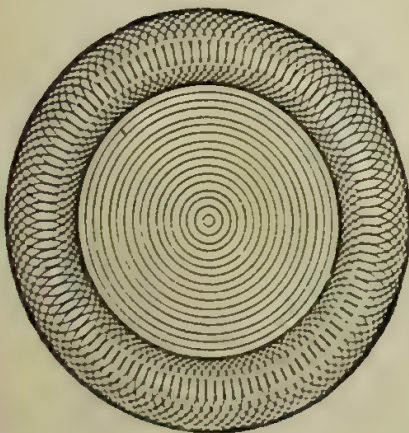
No. 22. Sanitary, bright brass. The pan is made of heavy sheet steel. A strong serviceable cuspidor. Easy to clean. Height  $5\frac{1}{4}$  inches, diameter at top  $8\frac{1}{4}$  inches, weight  $3\frac{1}{4}$  lbs. .... Each \$

No. 23. Same as above but smaller size. Height  $4\frac{1}{4}$  inches, diameter of bottom  $8\frac{1}{4}$  inches, diameter of top  $7\frac{1}{4}$  inches, weight  $2\frac{1}{4}$  lbs. Each \$



No. 23. The one piece cuspidor. Made of bright sheet brass. Not a soldered seam in it—no leaks. Height  $5\frac{1}{4}$  inches. Diameter of body 7 inches, weight  $1\frac{1}{4}$  lbs. .... Each \$

## CUSPIDOR MATS.



Made of morrid rubber with corrugated face. Protects rugs and floors. Attractive in appearance.

Each  
12. 12 inches in diameter. .... \$  
15. 15 inches in diameter. ....  
18. 18 inches in diameter. ....



No. 1. Large vase style. Made of heavy brass, highly finished. Inside bottom brass. No leaks. Selfrighting. Height 12 in. Diameter of body 9 inches, weight  $7\frac{1}{4}$  lbs. .... Each \$



No. 27. A fine looking cuspidor of the new incurve pattern. Made of bright brass. Selfrighting. Height 7 inches. Diameter of body  $7\frac{1}{4}$  inches, weight 8 lbs. .... Each \$



No. 25. A popular sized cuspidor, one of the big sellers. Bright brass. Selfrighting. Height  $7\frac{1}{4}$  inches. Diameter of body  $6\frac{1}{4}$  inches, weight  $1\frac{1}{4}$  lbs. .... Each \$



No. 25. Brass with brass inside bottom. Selfrighting. Popularly priced. Height,  $4\frac{1}{4}$  inches. Diameter of body,  $6\frac{1}{4}$  inches. Diameter of top,  $7\frac{1}{4}$  inches. Weight, 1 lb. .... Each \$

## ALL-STEEL CUSPIDORS.

Enameled in Dark Green, Mahogany or Walnut to match steel furniture.



No. 104. Selfrighting. Height  $7\frac{1}{4}$  inches, diameter of body  $6\frac{1}{4}$  inches, weight 2 lbs. .... Each \$



No. 100. Heavily loaded. Height  $7\frac{1}{4}$  inches, diameter of top  $7\frac{1}{4}$  inches, weight 3 lbs. .... Each \$



No. 103. Removable top. Height 4 inches, diameter of top  $9\frac{1}{4}$  inches, weight  $2\frac{1}{4}$  lbs. .... Each \$

No. 112. Same as above, but ALL BRASS. .... Each \$

## STRIPED IRON CUSPIDOR.

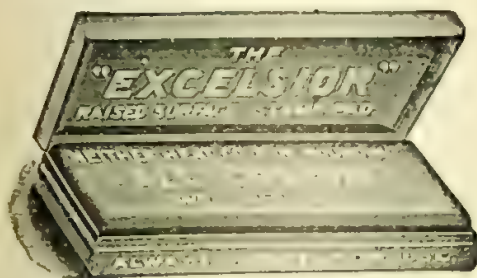


Selfrighting, white enameled inside, painted outside.

A durable cuspidor made for hard service; attractive in appearance; easily cleaned. Height 6 inches.

Diameter 9 inches.

## RUBBER STAMP INKING PADS.

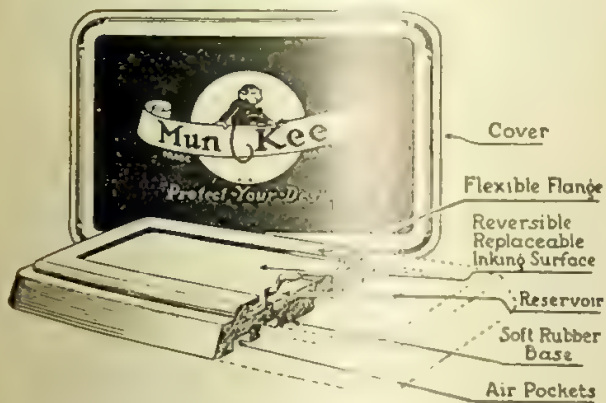


**Excelsior Stamp Pad.** The pad is best quality of felt charged with a sufficient supply of ink for many thousand impressions. It projects above the edges of the box, insuring a clear stamping surface and preventing injury to stamps. We have it in red, violet, blue, green and black.

No.	Per Dozen	Each
0. 3 1/4 x 3 1/4 inches	\$	\$
1. 2 1/2 x 4 1/4 inches		
2. 3 x 6 inches		
3. 4 1/4 x 7 1/4 inches		
4. 4 x 9 inches		
5. Bank Pad 4 x 4 inches		

For Rubber Stamp Ink See Index.

## MUN-KEE STAMP PAD.



This Mun-Kee Pad is a new departure. It will reduce your ink bills, reduce your stamp pad bills, save your desk and serve as a paper weight.

It has a replaceable inking surface, a reservoir to save reinking, a pneumatic, resilient base and indestructible cover that prevents evaporating. It is an attractive desk ornament.

Each, \$ ; dozen, \$

## UNIVERSAL STAMP HOLDER.



**Universal Stamp Holder.** It is spring steel, nickel plated, with screw. Per dozen, \$ ; each \$

## UNIVERSAL STAMP RACK.



In this form the holders are riveted to a flat steel bar having a hole for screws at each end by which the bar can be fastened to woodwork.

2.	Accommodating three stamps, length, 5 inches.	Each \$
5.	Accommodating six stamps, length, 9 inches.	Each
9.	Accommodating nine stamps, length, 12 inches.	Each
12.	Accommodating twelve stamps, length, 15 inches.	Each

## UNIVERSAL CASTOR RACKS.

The revolving castor stamp rack holds a maximum of stamps and occupies a minimum of desk room. In the Universal Castor Rack the holders which turn freely and do not allow the stamps to fall out. Bases and wheels are finished in black enamel, silver striped, the rods and holders being nickel-plated. A rack can be built up by the addition of wheels to any desired height.

6.	Holding 6 stamps, complete.	Each, \$
8.	Holding 8 stamps, complete	Each, \$
10.	Holding 10 stamps, complete.	Each, \$
12.	Holding 12 stamps, complete.	Each, \$
Extra Wheels, Extension Studs, Etc. for Above.		

No.	Each
F.	Wheel, 6 stamps.....\$
G.	Wheel, 8 stamps.....
H.	Wheel, 10 stamps.....
I.	Wheel, 12 stamps.....
D.	Extension Stud.....
J.	Pad Holder.....



Four-Wheel Rack

## STENCIL OR MARKING INK.



Round dry cakes in tin cans with separated sponge cup. This ink in cake form does not waste and will not gum or corrode the stencil, always ready for use.

## Black Ink.

No.	Per Cake	Cake and Can
0.	5 1/4 inches in diameter.....\$	\$
1.	4 1/4 inches in diameter.....	
4.	3 1/4 inches in diameter.....	

## MARKING BRUSH POTS.

**Bradley Ball Combination Marking and Stencil Pot.**

The stencil brush applied to rotating ball in center of pot gives an even amount of ink on the brush eliminating blurred stenciling. The small hole at the side is convenient for marking brushes and makes it unnecessary to have two kinds of marking ink.

No. 30. Each..\$



## MARKING BRUSHES.

**Bristle Marking Brushes.** These come in six sizes. No. 1 (very small) to No. 6 (large).



Nos. 1, 2 and 3.....	Per dozen, \$	; each \$
Nos. 4, 5 and 6.....	Per dozen.	; each.

## STENCIL BRUSHES.



First quality black bristles and have heavy nickel plated ferrules and varnished wood handles.

No.	Diameter	Per Dozen	Each
382-4.	3/4-inch.....	\$	\$
382-6.	1 1/4-inch.....		
382A-200.	1 1/4-inch, 200 bristles, set in rubber		
382A-300.	1 3/4-inch, 300 bristles, set in rubber		
382A-400.	2 -inch, 400 bristles, set in rubber		

## RUBBER STAMPS.

We know what kind of material and labor go into every stamp, and we know it to be the best obtainable. These rubber stamps print perfectly and give unusually enduring service.

**MOUNTING.** Rubber stamps are mounted with plain or cushion; on self-sinking frames, or on some of the special frames shown on this and the following pages.

A Plain rubber Stamp is one in which the printing die is attached directly to the mount. A Cushion Stamp is one in which the die is mounted on a specially prepared rubber cushion which is attached to the mount. The advantage of the cushion stamp is that if the stamp be struck carelessly or quickly the impression is not spoiled or blurred. A Cushion Stamp will print on an uneven surface which is not true of the plain stamp. The wear on the Cushion Stamp and the noise of stamping are greatly reduced.

Stamps with wood mounts (as shown) may also be had with fancy dies, such as circles, ovals, mortised letters, etc., with or without dates. The price depends upon the size of the die and the cost of composition.

### SPECIAL DIES.

Practically anything that can be drawn boldly with a pen, or engraved deeply on wood, or set up in type, can be reproduced in a rubber stamp. The price depends upon making the special die, which varies greatly. Send us the copy for the stamp and we will quote the price.

### HAND STAMPS.

Mounted on moulding or with knob handle. Type not over  $\frac{3}{4}$  inch high and lines not over  $\frac{1}{2}$  inch apart.

Prices are Each	Not over 3 inches Long		Not over 4 inches Long		Not over 5 inches Long		Not over 6 inches Long		Not over 7 inches Long		Not over 8 inches Long	
	Plain	Cushion	Plain	Cushion	Plain	Cushion	Plain	Cushion	Plain	Cushion	Plain	Cushion
1 Line.....	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2 Lines.....												
3 Lines.....												
4 Lines.....												
Each Additional Line.....												

These stamps can be mortised so that rubber type dates can be used. Each mortise and set of rubber type dates are charged at extra prices. All prices are based on type not over  $\frac{1}{4}$ -inch high. Larger sizes of type at higher rates. All borders are extra charges.

### "IDEAL" METAL BASE CUSHION STAMPS.

This stamp is adapted for hard and rapid usage. The handle is long and attached to the mount by means of a flexible piece of round solid rubber. The base is made of nickel plated steel and has a cushion base. This style is adapted to fast and hard work. The impression is not spoiled if handle is not held true.

#### Nickled Base.

	Each
Round die, like Nos. 334, 341.....	\$
Round die, like Nos. 336, 340.....	
Octagonal die.....	
Ovrl die, like No. 337.....	

"Ideal". Flexible handles can be attached to any wood mounted stamp. Add to the price of the stamp.....\$

### "ALL RUBBER" STAMPS.

If struck carelessly or quickly the impression is not spoiled nor blurred, as the pressure is equalized and there is no rebound. The wear to stamps and noise of stamping is greatly reduced. There is no metal nor wood. They are all flexible rubber, indestructible.

- No. 1. Round die,  $1\frac{1}{4}$  inches in diameter, with plain round die.....Each \$  
With die and dates.....Each \$
- No. 2. Square die,  $1\frac{1}{4}$  inches square, with plain square die.....Each \$  
With die and dates.....Each \$
- No. 3. Oblong die,  $1\frac{1}{2} \times 2\frac{1}{4}$  inches, with plain die.....Each \$  
With die and dates.....Each \$
- No. 5. Octagon die  $1\frac{1}{4}$  inches, with plain die.....Each \$  
With die and dates.....Each \$
- No. 6. Round die,  $1\frac{1}{4}$  inches in diameter, with plain die.....Each \$  
With die and dates.....Each \$

### AUTOGRAPH STAMPS.

A rubber stamp with a signature will often save time. We can make a rubber stamp in fac-simile of any autograph which can be mounted in any way the customer chooses.

*G. W. Brown*

Autograph, 3 inches or less, mounted on plain handle, or moulding, \$ ; Cushion, \$  
Over 3 inches long, add \$ per inch or fraction thereof.  
Enlarging or reducing size of signature, \$ extra.  
If the customer furnishes the cut from which the stamp is made, the price is \$ for plain,  
\$ for cushion.

## STYLES OF TYPE.

In selecting a style, be sure the type will go in the space allotted to the stamp.

Our Rubber Stamps are Best 12345678  
No. 1675

Our Rubber Stamps are Best 1  
No. 1676

Our Rubber Stamps are Be  
No. 1677

Our Rubber Stamps A  
No. 1678

Our Rubber Stamps 1  
No. 1679

Our Rubber Sta  
No. 1680

Our Rubber  
No. 1681

Our Rubber Stamps are Best 123  
No. 1532

Our Rubber Stamps are Best  
No. 1533

Our Rubber Stamps are  
No. 1534

Our Rubber Stamps  
No. 1535

Our Rubber St  
No. 1536

Our Rub 1  
No. 1537

Our Rubber Stamps are Best 1234567890  
No. 1519

Our Rubber Stamps are Best 1234  
No. 1520

Our Rubber Stamps are Best 1  
No. 1521

Our Rubber Stamps are B  
No. 1522

Our Rubber Stamps 1  
No. 1523

Our Rubber St  
No. 1524

Our Rubber St  
No. 1547

OUR RUBBER STAMPS ARE BEST 12345  
No. 1548

Our Rubber Stamps are Best 123456  
No. 1549

Our Rubber Stamps are Best 12  
No. 1550

Our Rubber Stamps A  
No. 1551

Our Rubber Sta  
No. 1552

Our Rubber  
No. 1553

Our Rubber Stamps are  
No. 1682

Our Rubber  
No. 1683

OUR RUBBER STAMPS are BEST 123  
No. 1557

Our Rubber Stamps are Best 12  
No. 1558

Our Rubber Stamps are Best  
No. 1559

Our Rubber Stamps A  
No. 1560

Our Rubber Stamp  
No. 1561

Our Rubber Sta  
No. 1562

OUR RUBBER STAMPS are BEST \$123456789  
No. 1684

Our Rubber Stamps are Best \$1234567  
No. 1685

Our Rubber Stamps are Best 12345  
No. 1686

Our Rubber Stamps Are Best  
No. 1687

Our Rubber Stamps are Best 123  
No. 1641

Our Rubber Stamps are Bes  
No. 1642

Our Rubber Stam  
No. 1643

Our Rubber S  
No. 1644

Our Rubbe  
No. 1645

OUR RUBBER STAMPS are BEST \$1234567890  
No. 1542

Our Rubber Stamps are Best \$123456  
No. 1543

Our Rubber Stamps are Best 123  
No. 1544

Our Rubber Stamps are Bes  
No. 1545

Our Rubber Stamps are Best  
No. 1546

OUR RUBBER STAMPS ARE 1  
No. 1593

OUR RUBBER STAMPS  
No. 1594

OUR RUBBER ST  
No. 1595

OUR RUBBER  
No. 1596

OUR RUB  
No. 1597

OUR RUBBER STAMPS ARE BEST 123456789  
No. 1688

OUR RUBBER STAMPS ARE BES  
No. 1689

OUR RUBBER STAMPS 1  
No. 1690

OUR RUBBER STAMP  
No. 1691

OUR RUBBER S  
No. 1692

OUR RUBBER STAMPS are BEST. \$123,456,789  
No. 1526

OUR Rubber Stamps are Best 12  
No. 1527

OUR Rubber Stamps are 12  
No. 1528

OUR RUBBER STAMPS are BEST. 1234567890  
No. 1529

OUR RUBBER STAMPS are BEST 1234  
No. 1530

OUR RUBBER STAMPS ARE BEST 123456  
No. 1587

OUR RUBBER STAMPS ARE BEST  
No. 1588

OUR RUBBER STAMPS 12  
No. 1589

OUR RUBBER ST  
No. 1590

OUR RUBBER  
No. 1591

OUR RU  
No. 1592

## DATING STAMPS.

### COOKE'S TIME STAMPS.



No. 0.

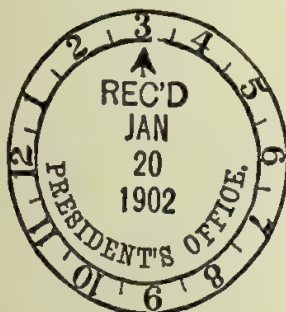


This stamp is ready to ship. Nothing appears on the die, except the date, the hour and one of the following designating words: "Rec'd," "Ans'd," "Ent'd," "Del'd," "AM," or "PM." Each stamp is complete with a set of these words, a set of months, a set of days (1 to 31) and a set of five years. The arrowhead indicates the hour, which is set by turning the handle.

0. Cooke's Time Stamp. Complete ..... Each \$



Nos. 1 and 2



No. 1

A rotary dial revolves around the inner circle containing the die, worded as you order. This brings the time figures directly above the arrow-head indicator. The indicator is protected and will not become detached from the base. The handle is flexible, and the metal parts are brass, nickel plated.

1. Complete, 1½ in. diameter. . . \$
2. Complete, 1¼ in. diameter. . .

### "SUPERIOR RUBBER TYPE BAND DATER." Class B.

This dater, without a doubt, has proven the best selling stamp ever introduced. It is made with Pica size dates only, but with seven sizes of die plates.

Many new features have been added to this dater since it was introduced, among which are:

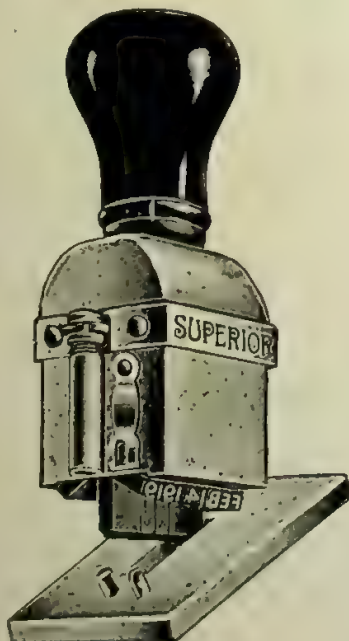
Hinging of Die Plate at end of Date Line.

Attaching the Top Without Use of Screws.

Solidity of Handle Screw to Top of Frame.

Constructing side Posts and Sides of the Piece of Metal.

With plain wording or any dater die, except the small ones. . . Each \$



### ECLIPSE TIME STAMP.



MAR 22 1919

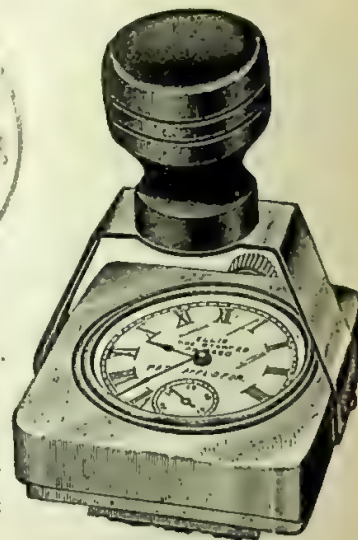
Fac-Simile Impression of the Eclipse Time Stamp. Model "C" Plain 12 hour dial with stem set and dates for 8 years. . . Each \$

Model "D" Plain 12 hour dial with key set to guard against tampering. . . Each



APR 14 1909

Above shows 6:50 O'clock.



### ELLIS TIME STAMP

has a special watch movement (stem-winding and stem-setting), set in a nickel plated case in such a manner as to prevent jarring and to reduce the wear to a minimum.



On the other side of the stamp is a printing dial, in which the hour and minute indicators revolve automatically and simultaneously with the hands of the watch. The impression records the exact minute at which it is stamped. The dates are rubber type, to be changed daily.

Ellis Time Stamp. Complete with die and dates. . . Each \$

### DEFIANCE HAND BAND DATERS.

A splendid dater for "Paid," "Received" and similar stamps. Bands have months, dates and years.

The Defiance Hand Band Dater is now constructed with a spring adjusting attachment that allows great adjustment. The frame is fastened together

by a device, eliminating side screws. With small Die Plate. Each . . . \$

Styles of Dater Dies shown on other pages.

## NUMBERING AND DATING MACHINES.

### BATES NUMBERING MACHINES.



#### Seven Movement Bates.

Just turn the pointer on the dial, and this masterpiece of mechanical ingenuity will number, as you wish, in any of the following movements: Consecutive, Duplicate, Triplicate, Quadruplicate, Sextuplicate, Twelve times, Repeat.

The Seven Movement Bates meets all requirements in numerical systems of filing, indexing, accounting, recording, etc.

Made in five styles of figures as illustrated below.

	Numbers	Each
4-wheel.	1 to 9,999	\$
5-wheel.	1 to 99,999	
6-wheel.	1 to 999,999	
7-wheel.	1 to 9,999,999	
8-wheel.	1 to 99,999,999	

8-wheel machine made only in styles A and C.

#### STYLES OF FIGURES.

##### STYLE A

12345

##### STYLE C

67890

##### STYLE E

67890

##### STYLE G

67890

##### STYLE L

12345

#### Three Movement Bates.

Same style machine as the Seven Movement, but makes only three changes—Consecutive, Duplicate and Repeat.

	Numbers	Each
4-wheel.	1 to 9,999	\$
5-wheel.	1 to 99,999	
6-wheel.	1 to 999,999	
7-wheel.	1 to 9,999,999	
8-wheel.	1 to 99,999,999	

8-wheel machine made only in styles A and C.

#### Numbering Machine Pads.

We have these for all makes of numbering machines. Specify name and number of machine when you order.

Per dozen, \$ ; each \$

### AMERICAN VISIBLE NUMBERING MACHINE.



654321

Impression of Figures

**Model 21. 9 Movement Machine.** Will number consecutively, or automatically repeat two, three, four, five, six, ten and twelve times. Will also repeat indefinitely. Made of steel throughout. Wheels are of steel engraved and hand trimmed. The operator knows at all times the next number this machine will print.

6 Wheels, one style of figure. Each \$

**Model 41.** Same as Model 21, but with three movements only, consecutive, duplicate and repeat indefinitely. Each \$

### BATES MULTIPLE MOVEMENT NUMBERING MACHINE.



This machine has all of the distinctive features of other Bates machines. It has four movements: Consecutive, Duplicate, Triplicate, Repeat. Made in three styles: A, E, G as shown at left, and in four sizes: 5, 6, 7, 8 wheels. (8 in style A only.)

### ROBERTS MODEL 49 NUMBERING MACHINE.



314752 123456

Style A

Style H

Style G 12345 Style G

This model numbers automatically and the action is as smooth as a high-priced watch. Will number consecutively, duplicate or repeat. Capacity 1 to 999,999 with Style A, or H. Weighs only 12 ounces and its lightness makes it speedy and easily handled. Please specify style of figure. Each \$

**Model 47 Dater.** A medium priced self-inking dater that will give satisfaction in general use. It is made of steel with brass wheels, with dates for about 14 years. Each \$

### CADO LINE DATER.



JUL 2 '25

**Cado Line Dater.** This is an inexpensive dater that gives a clear imprint and that can be used where it is impossible to use ordinary daters. Re-inks automatically before each impression. Constructed of metal throughout, thoroughly built, richly nickel-plated. Will work smoothly for years. Each \$

### NUMBERING AND DATING MACHINE INK.

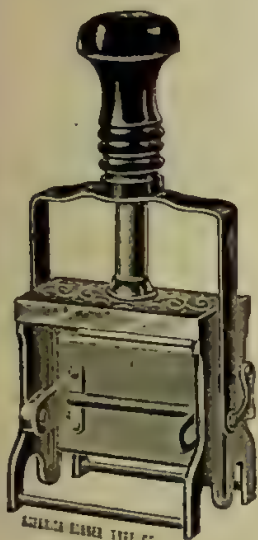
Ink for use on all numbering machines and metal wheel dating machines. Will not affect the type. Carried in blue, green, purple and red.

½-ounce	\$	Each	Dozen
1-ounce			
Pints			

## SELF-INKING STAMPS.

### Self-Inking Frames For Rubber Stamps.

Self-inking stamps are much more convenient than the regular mounted band stamps because they do not require a separate pad. The action is quick, and the impression is good as the feet of the stand make improper striking impossible. These self-inking frames can be fitted with plain wording or with any stock die. There are two styles in these self-inking frames:— The "plain" self-inker is used for stamps not requiring dates. It is made with a rubber cushion which makes an even impression. The Type Dater style is used for stamps requiring dates and is equipped with a type box in the center of the die into which rubber type is inserted with a pair of tweezers. The dies are made on cushion plates. The frames of the self-inking stamps are made of nickel plated sheet steel and will stand hard and continuous wear.

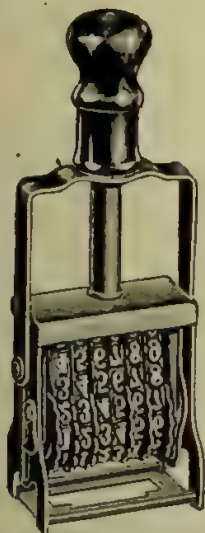


No.	Plate Size	Plain Style	Type Dater
1.	$\frac{3}{8} \times 1 \frac{3}{8}$	\$	\$
1 $\frac{1}{2}$ .	$\frac{1}{2} \times 1 \frac{1}{2}$		
2.	$\frac{3}{8} \times 1 \frac{3}{8}$		
3.	$\frac{3}{8} \times 2 \frac{3}{8}$		
3 $\frac{1}{2}$ .	$\frac{3}{8} \times 3$		
4.	$\frac{3}{8} \times 2 \frac{1}{2}$		
4 $\frac{1}{2}$ .	$1 \frac{1}{2} \times 1 \frac{1}{2}$		
5.	$1 \frac{1}{2} \times 2 \frac{1}{2}$		
6.	$1 \frac{3}{8} \times 2 \frac{3}{8}$		
7.	$1 \frac{1}{2} \times 2 \frac{3}{8}$		
8.	1 x 4		
9.	$2 \frac{1}{4} \times 2$		

Prices on all Self-Inking Stamps include any lettering that can be put on stamp.

Square, Rectangular, Round, Oval or Diamond borders can be added at an extra charge.

Autographs can also be added at an additional cost.

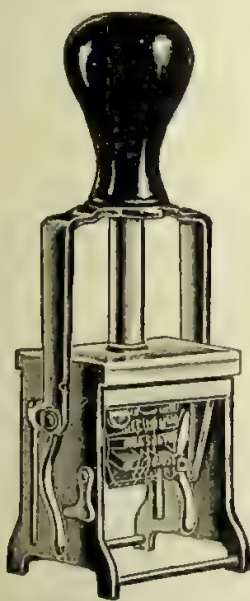


**Triumph Self-Inking Numberer.**

The bands have figures from 1 to 0. The first three have "S" and the last three "1/2" in addition to the whole numbers.

A line gauge insures correct placing, not equipped with die plate.

1. Triumph Numberer.....Each \$

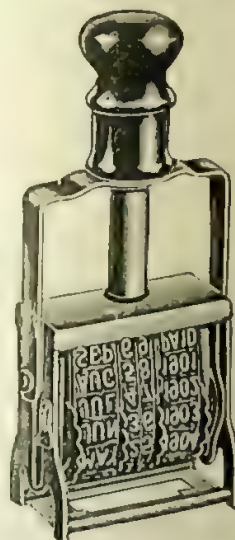


**Kossuth Self-Inking Dater.**

With Die Plate.

This dater is equipped with a die plate  $1 \frac{1}{2} \times 2 \frac{1}{2}$  inches. The die can be made up of wording or any stock die that will fit. The dates project through the die plate and are of solid rubber type attached to endless bands. The type band lasts much longer than the ordinary band and the impression is much superior. The dates are easily changed. The Kossuth Dater is the strongest machine of its type and is a favorite in banks and public offices.

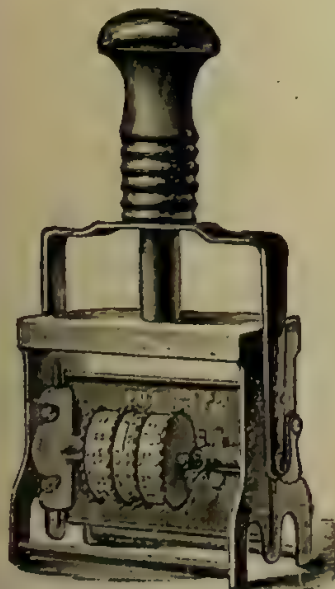
With die.....Each \$



**Triumph Line Band Self-Inking Dater.**

This self-inking band dater is splendid for heavy dating duty. The frames are steel, light and strong. A line gauge insures correct placing. It is not equipped with a die plate.

1. Triumph Dater.....Each \$  
2. Triumph Dater.....



**"Midget" Band Dater.**

**"Midget" Self-Inking Band Dater.**

With Die Plate.

The dates are on bands which are changed by turning corrugated wheels. With any wording that will go on stamp. Borders and autographs are extra charges.

4. Midget Dater, with die,  $2 \frac{1}{4} \times 1$ .....Each \$  
5. Midget Dater, with die,  $2 \frac{1}{4} \times 1 \frac{3}{8}$ .....  
6. Midget Dater, with die,  $2 \frac{3}{8} \times 1 \frac{3}{8}$ .....

**Standard Self-Inking Band Dater.**

1. Standard Self-inking Band Dater, with die plate. This is an extra durable stamp, being made of iron, nickel plated, with very smooth action. It is a favorite with public officials, banks and others requiring a strong stamp. With any wording that will go on stamp. Borders and autographs are extra charges.....Each \$

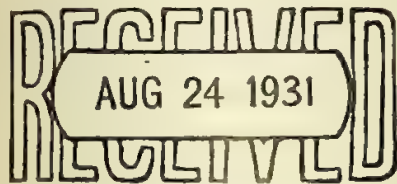


**Standard Band Dater.**

## DATER DIES.

These are made to order only, and can be attached to any mount (self-inking or otherwise), they will fit.

Mo. Lumber & Mining Co.,



WEST EMMENCE, MO.

No. 343.

No. 344. Same with word "Executed."  
No. 345. Same with word "Cancelled."



No. 338.

PAID

APR 5 1926

COUNTY COLLECTOR'S OFFICE,  
BOONVILLE, MO.

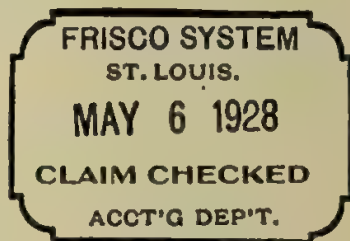
No. 308



No. 347.

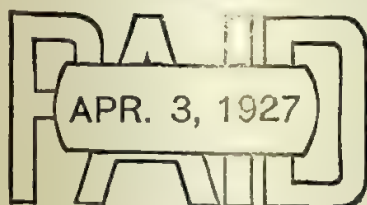


No. 500.



No. 321.

PLANTERS & MERCHANTS BANK,



HAMBURG, TENN.

No. 303



No. 340.

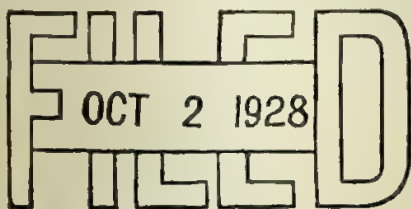
RECEIVED  
AUG 31 1930

Tremont Lumber Co.

ST. LOUIS, MO.

No. 320.

CLAIM DEPARTMENT



Claim No. ....

No. 304



No. 336.

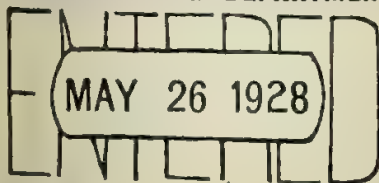
FILED

*John L. Short*

CIRCUIT CLERK and RECORDER.

No. 348.

MANUFACTURING DEPARTMENT



TICKET NO. ....

No. 311

No. 309. Same with word "Cancelled."  
No. 310. Same with word "Billed."  
No. 312. Same with word "Credited."  
No. 313. Same with word "Ordered."  
No. 314. Same with word "Charged."



No. 341.

Audr's No. ....

G. F. O. No.

123456

Station Agent's  
RELIEF CLAIM.

No. 322.

# LINE DATING STAMPS.



## FOUR-BAND LINE DATING STAMP.

This is a very popular and inexpensive stamp. The dates are on bands which are easily moved by means of corrugated wheels.

This stamp has the year band, good for five or more years, and also containing the words "Rec'd," "Ans'd," "A. M.," "P. M.," etc. It comes in three sizes of type, facsimiles of which are shown below.

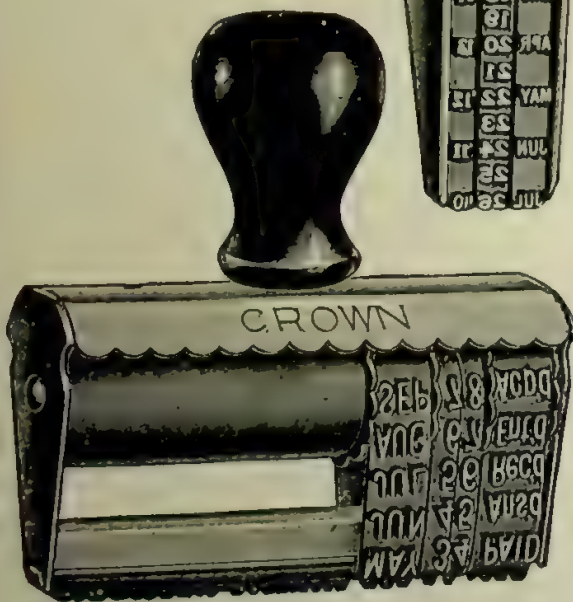
- No. 1 MAY 22 1934.....Each \$
- No. 1 1/2 MAR 22 1934.....Each \$
- No. 2 MAY 22 1934.....Each \$

## LEDGER DATER.

Three-Band Ledger Dater. The frame is long and narrow and the type face is small, adapting the dater for use on ledgers and index cards.....Each \$



## LOCAL DATER.



SPRINGFIELD, ILL. MAR 22 1934

1 1/2. Local Dater. The name of the town (or of a person, if desired) is attached to the frame and may be placed either before or after the dates.....Each \$

## BANK DATER.

- JAN 11 1926 Answered
- FEB 21 1927 Balance
- MAR 22 1928 Cancelled
- APR 23 1929 Charged
- MAY 24 1930 Credited
- JUN 25 1931 Discount
- JUL 26 1932 Entered
- AUG 27 1933 Interest
- SEP 28 1934 PAID
- OCT 29 1935 Received
- NOV 30 1936 Remitted
- DEC 31 1937 Returned



Line-Band Bank Dater. Bankers find this a most convenient stamp. In addition to the four date bands there is a special band with the twelve words in daily use in the bank, illustrated herewith.

O. Bank Dater.....Each \$

## HOTEL DATER.

There is a band with the days of the week as well as the date bands.

- 1. Size shown below. Each.....\$
- 2. Same size type as No. 2 under Four-Band Line Dating Stamp. Each.....\$



WEDNESDAY MAR 22 1934

Specimen impression of No. 1.

## FIVE-BAND LINE DATING STAMP.

It is made with a word band in addition to the date bands. There are two styles of word bands which can be placed either before or after the date bands. The word bands are as follows:

Style A—Ent'd, Rec'd, Paid, Ans'd, Filed, Pck'd, Ship'd, O. K., Chg'd, C. O. D., Cane.

Style B—Ent'd, Rec'd, Paid, Ans'd, Filed, O. K., Chg'd, C. O. D., A. M., P. M., and M.

With either style band, prefixed or affixed.

Each \$



Rec'd DEC 14 1936

## COST AND SELLING PRICE STAMPS.

### Cost and Selling Price Markers.

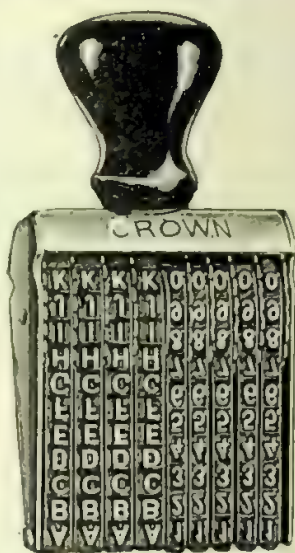
This cost and selling price marker is a very useful combination of the alphabet and numbering stamps. It is specially adapted to the marking of price tickets. Made in two styles, one marks in letters only and the others in letters and figures.

6A. Six-Band Alphabet Stamp. Each band has the full alphabet, no figures, type size No. 1. Each \$

9A. Same. Nine-Band. Each

6B. Six-Band Cost and Selling Price Stamp. Three alphabet bands for cost mark, three figure bands for selling price. Type size No. 1. Each

9B. Nine-Band Cost and Selling Price Stamps. Four alphabet and five figure bands. Type No. 1. Each



No. 2

### Gregory Price Markers.

2. Designed for marking Selling Prices and can be used for any combination of prices. Each stamp has six bands, four with large figures from "1" to "0" and the "\$", and two with small figures, each with a dash under it (for cents). The fourth band has "C" and "1/2" also. This stamp will print any number from 1 to 9999, or from 1c to \$9999.99. Type size No. 2. Each \$

3. As above (Type size No. 3). Each

### Illustration Showing Sizes of Type for Selling Price and Numbering Stamps.

No. 0 3 5 4 6 7 ¢

No. 1 \$ 1 2 3 4 ¢

No. 2 \$ 1 2 3 4 ¢

No. 2½ \$ 2 6 5 1 ¢

No. 3 \$ 3 5 8 2 ¢

### BAND NUMBERING STAMPS.

#### LINE BAND NUMBERER.

There are many uses for the Line Band Numberers. They can be quickly and accurately set and can be used to print one figure or to the limit of the number of bands on the stamp.

Type Size No. 0.	4 bands, \$	6 bands, \$	.
Type Size No. 1.	4 bands, \$	6 bands, \$	.
Type Size No. 2.	4 bands, \$	6 bands, \$	.
Type Size No. 2½.	4 bands, \$	6 bands, \$	.
Type Size No. 3.	4 bands, \$	6 bands, \$	.

#### BAND NUMBERER WITH DIE.

This stamp with an adjustable cushion die plate, increases the usefulness of the numbering stamp. Any special information, or label form can be put on the die.

0. Independent.	Six bands, die 1x1½ inches	Type Size No. 0.	Each \$
1. Independent.	Six bands, die 1½x2 inches.	Type Size No. 1.	Each

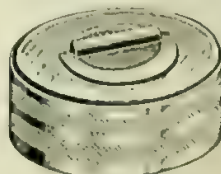
## POCKET STAMPS.



No. 1



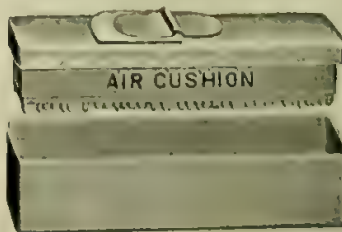
No. 2



No. 3

These are small sized stamps enclosed in nickel plated cases and mounted on air cushions. They are self-inkers.

1. **Pocket Stamp.** The case is round, nickel plated, with enamel wood top. With round die No. 336, shown on dater die page, without dates, each \$ ; with dates. Each \$
2. **Pocket Stamp.** The case is round, nickel plated, with knurled top. With round die No. 336, shown on dater die page, without dates, each \$ ; with dates. Each \$
3. **Pocket Stamp.** The case is round, nickel plated and chased. With round die Nos. 336, 340 or 500, shown on dater die page, without dates. Each \$
- 3D. Same as No. 3, with dates. Each



Nos. 2-9, 5-8, 3-12

**Oblong Pocket Stamps.** The cases are nickel plated, and the dies are mounted on air cushions.

- 2-9. Die ½x2½ inches, with plain wording dies, without dates, \$ ; with dates. Each \$
- Autograph, extra \$
- 5-8. Die, 1½x2 inches. Plain wording or dies, without dates, each \$ ; with dates. Each \$
- Autograph, extra \$
- 3-12. Die ¾x3 inches. With plain wording or dies, without dates, each \$ ; with dates. Each \$
- Autograph, extra \$

## SUPERIOR OFFICE PRINTING OUTFITS.



No article of office equipment is more generally serviceable than a good outfit with interchangeable type. The demand for rubber type printing outfits has existed for some time and for this demand, this line has been produced.

Each outfit contains a patented type holder and a pair of tweezers and a good self-inking pad. We guarantee these Superior Printing Outfits to be perfect in every detail. The 5-A fonts of type contain 5 of the most frequently used letters, ranging downward to 2 of those seldom used.

**AAAAABBBCCCCDDDEEEEFF**

No. 0. This outfit contains a 5-A font of type, a two-line type holder, a self-inking pad and a pair of tweezers. This set has the capital letters only. Size and style shown by illustration below.

**AAAAABBBBCCCCDDDDDEEEEE**

No. 1 contains a 5-A font of type, a two-line type holder, self-inking pad and a pair of tweezers. Capital letters only. Size and style shown by illustration above.

**AAAAAaaaaaaBBBBbbbbbCC**

No. 2 contains a 5-A font of type, a three-line type holder, self-inking pad and a pair of tweezers. This set has both the capital and lower case letters.

**AAAAAaaaaaaBBBBb**

No. 3 contains a 5-A font of type, a four-line type holder, self-inking pad and a pair of tweezers. This set contains both capital and lower case letters.

## SOLID RUBBER TYPE.



These fonts of Solid Rubber Type are of great convenience in any office. Each font is put up in a neat box and is also supplied with a holder.

A "2A 3a" Font contains two capitals and three small letters of each letter in the alphabet, except those seldom used, such as Q and Z, of which there are fewer. The font also contains all punctuation marks, spaces and two sets of figures.

A "5A 6a" Font contains five capitals and six small letters of each, except as noted before, together with spaces, figures and punctuation marks.

A "5A" Font is all capitals, and figures.

A "10A 15a" Font contains ten capitals and fifteen small letters of each, except there are fewer of the letters not often used. It also contains figures, punctuation marks and spaces. The smaller fonts differ only in the number of each letter, figure, etc.

**AAAAAAAAAAAAaBBBBBBBBBBBBbbbbb**

74. "10A 15a". Complete with 4-line holder.....Per set \$

**AAaaaBBbbbCCcccDDdddEEeeeeFF& . , 567890**

A. "2A 3a". Complete with 2-line holder.....\$

**AAaaaBBbbbCCcccDDdddEe., \$12345**

B. "2A 3a". Complete with 2-line holder.....\$

C. "2A 3a". Same style letter as style "B", but  $\frac{1}{4}$ -inch high. Complete with 2-line holder.....\$

**AAAAAaaaaaaBBBBBbbbbbCCCCCcccccccDDDD 1112223**

7. "5A 6a". Complete with 4-line holder.....\$

## SOLID RUBBER TYPE FIGURES.

Each font includes the words "Price", "No.", "Cts."; the marks "\$", "£", "¢", "s", and "d", the fractions " $\frac{1}{4}$ ", " $\frac{1}{2}$ " and " $\frac{3}{4}$ " in addition to the figures. All are in a neat box with a one-line holder

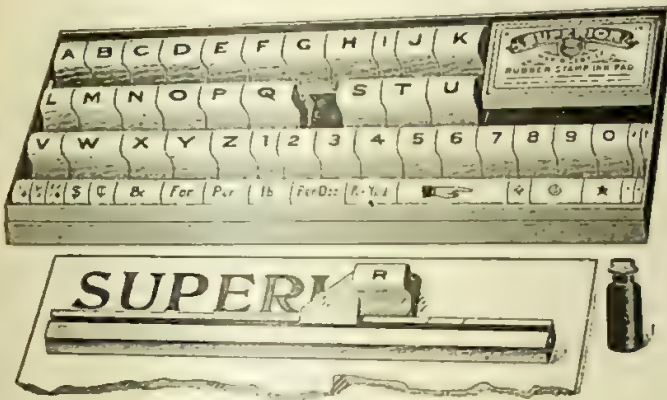
**Price No. Cts. \$-  $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  111112222233333444445555566**

699. Five of each figure, complete with one-line holder.....\$

**Price No. Cts. \$-  $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  111222333444455566677788**

26. Three of each figure, complete with one-line holder.....\$

## SUPERIOR PRICE AND SIGN MARKERS.



## MERCHANTS' QUICK PRICE MARKERS.

These Price Markers are made in many styles of letters. The most popular of which are illustrated here.

Each set consists of capital letters, figures, points and ornaments, put up in a heavy card board box, with self-inking pad, ink, rule and gauge, as shown in illustration.

These Price Markers are extremely useful in any store or office.

This Merchants' "Quick" Price Marker is made in 14 styles of type. Send for information about styles not shown here.

Priced per set.

# AB2

Style No. 280.

# AB12

Style No. 10.

# ABC7

Style No. 200.

# AB-5

Style No. 260.

## MERCHANTS' "QUICK" SIGN MARKERS.

These Sign Markers contain both capitals and lower case letters, with figures, points and ornaments, pads, ink rule and metal gauge, in substantial polished wooden box. This is a very popular line at a moderate price. It is made in four styles shown and described below.

# Aa24

Style No. 120.

Style No. 125 is the same style letter as No. 120 but the Capitals are 1-inch high.



# AaB-16

Style No. 121.

# AaB-4

Style No. 122.

## DOOR PLATES.

These are 2½x10 inches, iron, white enameled, with black letters, rounded corners. About 250 titles are carried in stock, among them the following. If you don't find what you want, ask us. We probably have it:

Accountant	Elevator	Packing Room
Agent	Employees Only	Post-Office
Auditor	Entrance	Private
Baggage Room	Exchange	Quartermaster
Bar	Exit	Receiving Teller
Barber Shop	Fire Escape	Secretary
Bath Room	Janitor	Smoking Room
Billiards	Justice of Peace	Superintendent
Bookkeeper	Keep Out	Telephone
Boys' Room	Ladies Only	Teller
Buyer	Ladies' Toilet	Ticket Office
Cashier	Lavatory	Time Keeper
Check Room	Library	Toilet
Chief Clerk	Manager	Trainmaster
Collections	Men's Toilet	Treasurer
Commandant	No Admittance	Vice-President
Committee Room	No Peddlers	Waiting Room
Director's Room	Office	Walk In
Dispensary		

## COURT HOUSE DOOR PLATES.

They are 3 inches wide, 12 inches minimum length, the length being regulated by the wording. The plates are steel with white enameled letters on a blue enameled field. We carry in stock the following:

County Clerk	Treasurer
Collector	Recorder
Probate Judge	Assessor
Sheriff	Surveyor
Coroner	Public Administrator
Prosecuting Attorney	Circuit Court Room
Circuit Clerk	County Highway Engineer

Price, each, \$

## MADE TO ORDER, ENAMELED DOOR PLATES.



Style No. A-126.

To order we will furnish door plates with any lettering. These plates are enameled in white on copper with black lettering, either plain or gold trimmed.

Size	Black Letters Each	Gold Trimmed Each
No. 1. 2 x 6 inches.....	\$	\$
No. 2. 2½ x 7 inches.....	\$	\$
No. 3. 2½ x 8 inches.....	\$	\$
No. 4. 2½ x 9 inches.....	\$	\$
No. 5. 3 x 10 inches.....	\$	\$
No. 6. 3½ x 12 inches.....	\$	\$

## "PUSH" AND "PULL" PLATES.



No. A-130



No. A-129

These are copper, white enameled with black lettering, either plain or gold trimmed.

## "Push" Plates—Style No. A-130

Size	Black Letters Each	Gold Trimmed Each
No. 1. 3x 6 inches...	\$	\$
No. 2. 3x10 inches...	\$	\$

## "Pull" Plates—Style No. A-129

Size	Black Letters Each	Gold Trimmed Each
No. 1. 1 x 4 inches.....	\$	\$
No. 2. 1½ x 6 inches.....	\$	\$
No. 3. 2 x 7 inches.....	\$	\$
No. 4. 3 x 10 inches.....	\$	\$
No. 5. 3½ x 12 inches.....	\$	\$

## NUMBER PLATES.

We carry these plates in stock numbered from 1 up to 200, and can supply higher numbers in a few days. The plates are copper, white enameled, with black figures, either plain or gold trimmed.

Black Figures Each Gold Trimmed Each

No. 1. 1½x1½ inches..	\$
No. 2. 2½x2½ inches..	\$
No. 3. 2½x3 inches..	\$
No. 4. 3 x3½ inches..	\$
No. 5. 3½x3½ inches..	\$



Style No. A-122

## HOLIDAY CLOSING OUTFIT.

The signs are interchangeable and held in a japanned frame. There are bottom sections for each legal holiday and each week day, and top sections reading "This bank will be closed" and "Bank Closed."

The signs are on heavy enameled boards, the letters being sunk, beveled and finished in aluminum. The outfit comes in a strong box. Size, 11x13 inches. Price, complete, \$



## PRINTED SIGNS.

"For Sale," "For Lease" or "For Rent". Size 8½x7. Printed in black ink on white paper. Dozen, \$ ; 100, \$

"For Rent" only, Size 16½x12½. Printed in black ink on white paper. Dozen, \$ ; 100, \$

## DESK NAME PLATES.



Made of beveled edge plate glass, mounted on a solid block. They give a very handsome effect which cannot be produced with the ordinary frame. The name is white on a black card and the block is finished in oak or mahogany. Size 2½x10½ inches. Each,

Also made in larger sizes for use as window Firm Name Plates, department signs, etc., can be furnished on flat ¼ inch oak or mahogany strip for fastening to desk or door.

## OFFICE, DOOR AND DESK SIGNS.



Brass etched, engraved, average size, 2½x10 inches; width, 2½ inches; varying in length, as necessary. Raised brass letters and borders, with black oxidized back ground. Price, each, \$

Accountant,	Drafts,	Legal Holiday,	Reception
Baggage Room,	Elevator,	Ledger,	Room,
Bar Room,	Entrance,	Manager,	Savings,
Barber Shop,	Exit,	Men,	Savings Dept.,
Bath Room,	Fire Escape,	Money Orders,	Secretary,
Billiards,	For Rent,	No Admittance,	Sheriff,
Book Keeper,	Furnished	No Smoking,	Shipping Clerk,
Boarding,	Rooms,	Notary Public,	Smoking Room
Buffet,	General	Notes,	Stamps,
Buyer,	Delivery,	Office,	Store Room,
Cafe,	Gentlemen,	Parlor,	Superintendent
Cashier,	Gentlemen's	Paying Teller,	Telephone,
Certificate of	Toilet,	President,	Toilet,
Deposit,	Gents,	Private,	Teller,
Cloak Room,	Gents' Toilet,	Private Office,	Treasurer,
Closet,	Information,	Pull,	Trunk Room,
Collections,	Janitor,	Purchasing	Urinal,
Commercial,	Laboratory,	Agent,	Vice President,
County Clerk,	Lavatory,	Push,	Walk In,
Deposits,	Ladies,	Receiving	Waiting Room,
Dining Room,	Ladies' Parlor,	Teller,	Wash Room,
Directors,	Ladies' Toilet,		Women.

Bank Closed } 8x9 in pairs, reading front and back, per pair \$

Banking Hours } 9 A. M. to 3 P. M. } 8x12, each.....\$

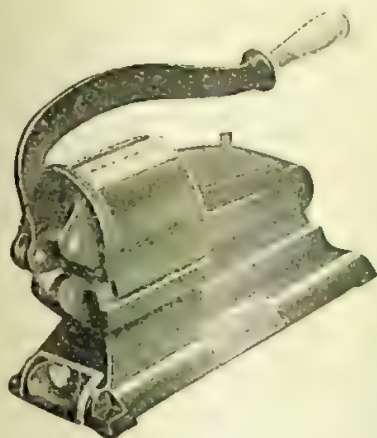
Banking Hours } 9 A. M. to 4 P. M. } size 2½x17, each.....\$

County Treasurer, } size 2½x17, each.....\$

Probate Judge, } size 2½x17, each.....\$

Prosecuting Attorney, } size 2½x17, each.....\$

## CUMMINS No. 12 DATING CANCELER.



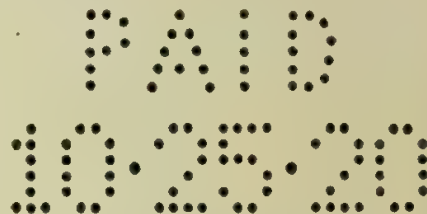
Almost every bank has had some experience with the annoyance and losses caused by the inadvertent paying of checks which have been cancelled.

The Cummins No. 12 Dating Canceler perforates the word "Paid" and the date through the body of the check making a permanent, absolute and ineradicable cancellation. This machine is a perpetual dater with a simple and easy adjustment permitting the daily changing of the complete date during the life of the machine.

This machine is constructed to resist wear and breakage for many years and will do all the work required by the average bank. It perforates 10 checks at a time and special dies can be made to include the name or number of the bank in addition to the "Paid" and "Date" perforations.

This is a compact machine possessing power, durability and efficiency. Handsomely finished in black enamel and nickel. Weight 29 lbs., height 9 inches, base 12x5 inches, length of handle 15½ inches.

Price complete with stock die \$



Perforation of No. 12.

## AMERICAN No. 19 DATING CANCELER.

Capacity 10 to 12 Checks at once.

A general purpose Canceler, suitable for banks and business houses having no more than 700 items daily.

This machine is complete in itself.

The dates can be instantly and easily changed, simply by turning the wheels to the desired figure.

This machine pulls with an unusually light pressure on the handle.

It is standard, being built of the best materials to last a life time. Fully guaranteed. Every part and piece of this American No. 19 Dating Canceler is standard and is carried in stock at the factory at all times. The parts are made so as to be interchangeable and it is never necessary to send the machine back to the factory for the parts to be fitted.

This machine is the only make using steel die-wheels. All others are brass.

The cutting needles are hardened and tempered under a scientific process and are guaranteed to be 100% stronger than the needles used in other machines.

They are also guaranteed to retain their cutting edge longer.

This No. 19 Dating Canceler is easy to operate, is a long-life and low priced machine.

Specifications base, 4¾x10 inches, height 7 inches, weight 27 lbs. Finish black enamel nickel. Price, Each \$

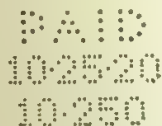


Illustration ¼ size.

This illustration shows a special die showing the A. B. A. number. The stock die contains only the first two lines.

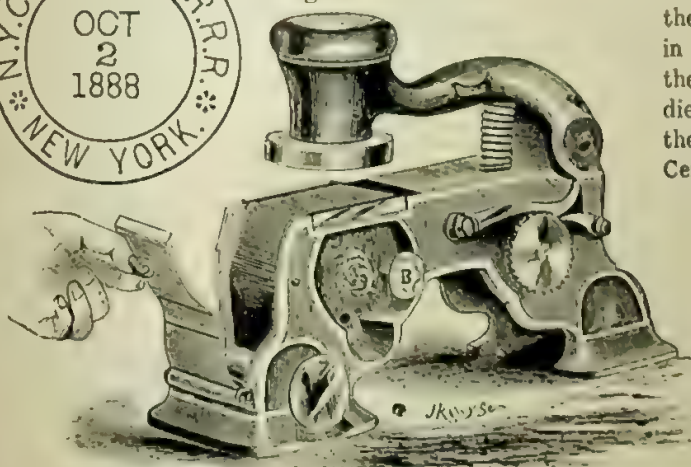
There is a small additional cost for this special die, but establishes beyond a question where and by whom the check was paid.

## THE "CENTENNIAL" DATER.

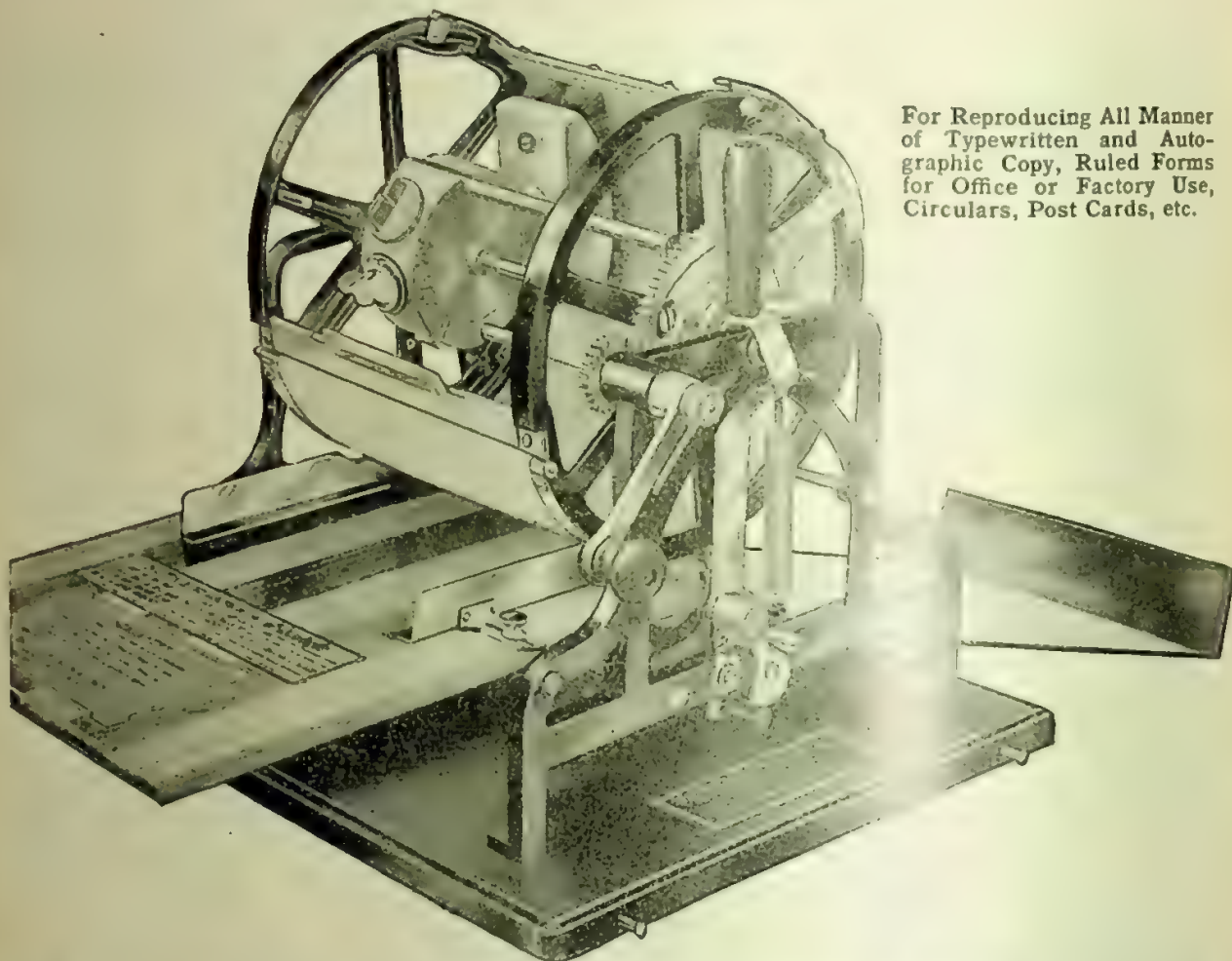
The year, month and day are each on a separate wheel. It is only necessary to get a new year wheel once in twelve years. The day and month wheels, of course, are good for all time. The ribbon is fed automatically, being moved slightly every time

the die is struck. The dies are brass and can be made in a variety of patterns. The most popular pattern is the plain round die (see illustration). The prices with dies of other designs depend upon the cost of making the die. With plain round die complete.....Each \$

Centennial Dater. With round die with inside line (additional reading matter within the inner circle, above, or below the dates).....Each \$



## THE ROTARY NEOSTYLE.

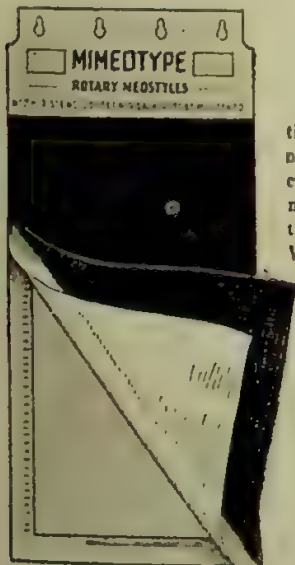


For Reproducing All Manner of Typewritten and Autographic Copy, Ruled Forms for Office or Factory Use, Circulars, Post Cards, etc.

The Rotary Neostyle duplicates typewritten or autographic copy perfectly at the rate of two thousand per hour. The letter or other matter to be reproduced is written either by hand with a steel stylus or with the typewriter on the mimeotype stencil (a specially prepared sheet of paper). This is then buttoned on to the cylinder which has a previously inked pad. The process from that point is to feed the paper into the machine and revolve the cylinder. The machine automatically prints, counts and discharges the copies. With the New Mimeotype Dry Process stencil several thousand fine, sharp, clear impressions may be printed from one original made on the typewriter or by hand.

This machine, equipped with the new Mimeotype Stencil, meets all of the requirements of the average office or school for a Duplicator and will produce work equal in every respect to the writing of the typewriter used to make the original.

The use of Mimeotype with the Neostyle places it on a par with the most expensive type process machines, insofar as quality of work is concerned and makes it superior to the type machines with regard to speed in making changes, as the time required to make up an original copy and place it on the machine is but a small fraction of the time required to distribute or set type and "make ready" a type machine.



### MIMEOTYPE DRY PROCESS STENCIL.

Mimeotype Stencil is an entirely new product. It requires no moistening, gives sharp, clear-cut prints, is easier to write and mistakes are more easily corrected than on either of the older style Wax or Dermatype sheets. Autographic writing, illustrations and outline drawings are easily accomplished as visibility of copy to be traced makes it a simple operation.

Mimeotype stencil prints, when properly made and used, have a delivery capacity, conservatively stated, of several thousand copies from one writing.

### Nos. 8F. and 8B. ROTARY NEOSTYLE.

The No. 8F. Rotary Neostyle, printing capacity, 7½x14 inches, accommodating a sheet 9½x20 inches, equipped for **Typewriter Reduplication Only**, is shipped complete with supplies necessary for immediate use, including 24 sheets No. 571 Mimeotype Composite Stencil Paper, Mimeotype correction outfit, two inking pads, ink protecting cover, one pound No. 84 Black Rotary Ink. (Purple, Blue or Green furnished, if specified). Weight complete with metal cover, thirty-three pounds. Price.....\$

Price of same machine equipped with No. 603 Writing Plate, 9x15 inches, one Writing Stylus No. 410-S, and one Ruling Stylus No. 405-C, in addition to the equipment for typewriter reduplication. Price.....\$

No. 8B. Same as No. 8F, but having a printing surface of 12x18 inches, will take sheet 14x25 inches, equipped for typewriter reduplication. Price.....\$

Unless orders specify to the contrary, the machine equipped for **Typewriter Work Only** will be shipped.

(Do not fail to designate equipment desired.)

## EXTRA SUPPLIES FOR ROTARY NEOSTYLES.

## MIMEOTYPE COMPOSITE STENCIL.

Mimeotype Stencil is assembled in composite form, ready to be put in the typewriter and the button-hole stub, by means of which the stencil is attached to the machine is an integral part of the stencil and requires no pasting. It also insures the attaching of the stencil to the machine squarely, so that the printing will be straight on the copies.

To equip with Mimeotype a machine which was originally purchased with Dermatype or Wax Stencil, requires for typewriter work, one quire of Mimeotype Stencil only. For autographic work, one No. 603 Writing Plate, one No. 410-S Stylus and one No. 405-C Stylus are necessary, in addition to the stencil.

## Supplies for No. 6 Rotary Neostyle Only.

No.		Per Quire	
140.	Composite Autographic Wax Stencil Paper.....	\$	
6.	Composite Typewriter Wax Stencil Paper.....	\$	
61.	Dermatype Typewriter Stencil Paper.....	Per quire	
6.	Perforating Silk.....	Each	
6.	Rotary Impression Roller.....	Each	
6.	Rotary Pads.....	Per dozen	
	Dermax Moistening Solution.....	Half pint bottle	
	Dermax Brush.....	Each	

Mimeotype Stencil is not manufactured for the No. 6 Machine

We can also furnish all supplies for the Universal Neostyle, Flat Neostyle and Cyclostyle. Write for prices, giving size of zinc plate.

## Supplies for Nos. 5, 7, 8B, 8K and 8F Rotary Neostyles.

## MIMEOTYPE STENCIL PAPER.

No.		Per Quire	
521-S.	Writing Capacity, 7 1/4 x 8 inches.....	\$	
541.	Writing Capacity, 7 1/4 x 10 inches.....		
571.	Writing Capacity, 7 1/4 x 13 inches.....		
581.	Writing Capacity, 7 1/4 x 14 inches.....		
8B.	Writing Capacity, 12 x 18 inches.....		

## DERMATYPE STENCIL PAPER.

No.		Per Quire	
121-S.	Writing Capacity, 7 1/4 x 8 inches.....	\$	
141.	Writing Capacity, 7 1/4 x 10 inches.....		
171.	Writing Capacity, 7 1/4 x 13 inches.....		
181.	Writing Capacity, 7 1/4 x 14 inches.....		
21-8B.	Writing Capacity, 12 x 18 inches.....		

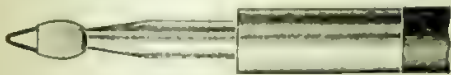
## TYPO COMPOSITE WAX STENCIL PAPER.

No.		Per Quire	
12.	Writing Capacity, 7 1/4 x 8 inches.....	\$	
14.	Writing Capacity, 7 1/4 x 10 inches.....		
17.	Writing Capacity, 7 1/4 x 13 inches.....		
18.	Writing Capacity, 7 1/4 x 14 inches.....		
8B.	Writing Capacity, 12 x 18 inches.....		

## AUTO COMPOSITE WAX STENCIL PAPER.

No.		Per Quire	
140.	Writing Capacity, 7 1/4 x 10 inches.....	\$	
170.	Writing Capacity, 7 1/4 x 13 inches.....		

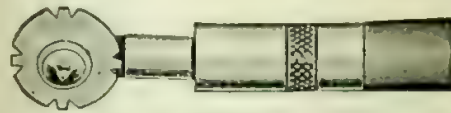
All Styli are about 6 1/4 inches long and have polished tapering wood handles.



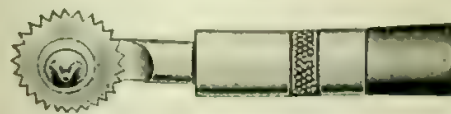
Nos. 405 Heavy, 405B Medium or 405C Fine. Ruling Stylus. Loop stylus for straight lines.....Each \$



No. 406. Plain wheel stylus for straight lines, produces perfect work as it rolls.....Each \$



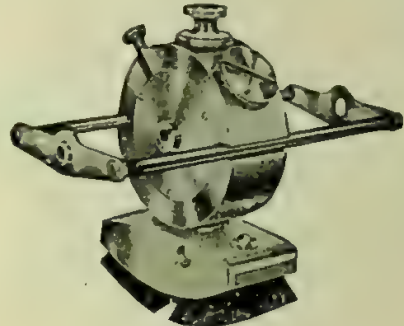
No. 407. Wheel stylus, "dot and dash" line.....Each \$



No. 408. Wheel stylus, dotted lines.....Each \$

## AUTOMATIC INKING DEVICE.

The New Nos. 8F and 8B Neostyles carry within the cylinder the fountain inking device illustrated below by which just the correct amount of ink may be properly distributed upon the pad. The fountain is an air-tight reservoir which keeps the ink free from dust and at the same consistency at all seasons. This device assures absolute cleanliness, saves time, trouble and, at least, one-half of the ink.



Automatic Inking Device.

## FIRST QUALITY INK.

For Use on Machines having Fountain Inker where the requirements are for the highest grade of work.

No.		Per Pound	
80.	Blue.....	\$	
81.	Purple.....		
820.	Green.....		
830.	Red.....		
	Purple Copy.....		
84.	Black.....		

First Quality for Use on No. 5, No. 6, or No. 7 Machines without Inkers.

		Per Pound	
Round Can.	Blue.....	\$	
Round Can.	Purple.....		
Round Can.	Green.....		
Round Can.	Red.....		
Round Can.	Black.....		

## MIMECON INK.

An economical ink for use where the requirements do not demand the highest grade work. Put up in square cans only.

No.		Per Pound	
90.	Black.....	\$	
91.	Purple.....		
92.	Blue.....		

## BULLETIN INK.

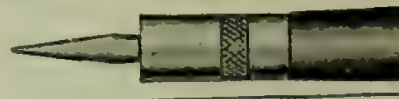
A cheap ink for Bulletin work only.

No.		Per Pound	
50.	Black, Square Cans.....	\$	
51.	Black, Round Cans.....		

## INCIDENTALS.

2-Ounce Paste.....	\$
1/2 Pint Paste.....	
Dermax.....	
Dermax Brush.....	
No. 2 Cap Silk.....	
Cylinder Covers No. 6, No. 7 or No. 8.....	Per dozen
No. 5, No. 7 or No. 8 Rotary Pads.....	
No. 5 Impression Roller (Rubber).....	
No. 8 Feed Board.....	
No. 8 Base Boards.....	
No. 8 Non-Corrosive Diaphragm.....	
No. 603 Flexible Writing Plate, 8x15 inches.....	
Typewriter Ribbon to match Rotary Ink.....	
No. 360 Mimeotype Correction Outfit.....	

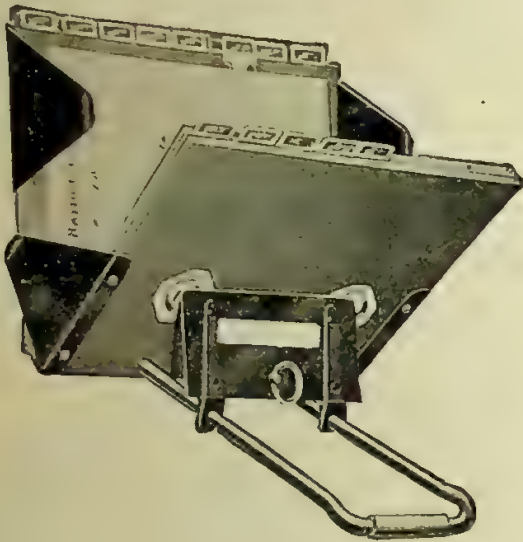
All Styli are about 6 1/4 inches long and have polished tapering wood handles.



No. 410. Writing Stylus, with point for signature work \$  
 No. 410-S. "Sharp" point for signature work and drawing.  
 No. 410-XS. "Extra Sharp" point for signature work and drawing.  
 No. 410-XXS. "Needle" point for drawing.....

## DISTRIBUTOR.

No. 912.



This distributor contains pressboard guides with metal tipped tabs. The guides operate along metal bars and are easily separated when the distributor is in use or locked in a vertical position when not in use. The ends of the metal bars are protected by rubber to prevent scratching the desk. The distributor may be carried about without danger of the contents falling out. Additional sections can be easily added to the controlling bars to increase the capacity of the distributor.

For Letters, Invoices, Back Orders, Followups, Bills of Lading, Stock Sheets, Ledger Sheets for posting, or any other matter that must be classified or requires instant reference. Made in any size and indexed in any manner.

Letter Size, 9x12; 15 guides; indexed Blank.....	Each
Letter Size, 9x12; 24 guides; indexed A-Z.....	\$
Letter Size, 9x12; 31 guides; indexed 1-31.....	

Sectional Posts may be added as needed in 2 and 4-inch lengths.....Each \$

## CHECK SORTER.

Why scatter CHECKS, DEPOSIT SLIPS, COUPONS, LETTERS, ETC. all over desks, counters, tables or use pigeon-holes when these handy sorters will accomplish the same result in one-quarter the time and one-tenth the space.

All of these devices are PORTABLE and SECTIONAL POSTS may be added as needed.

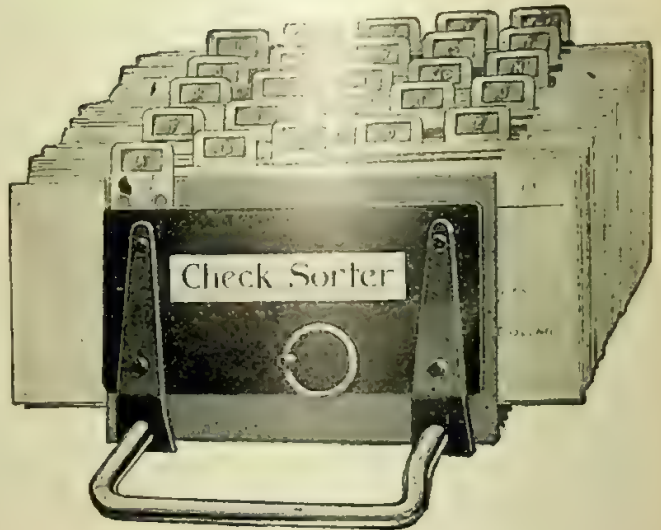
For sorting checks and slips over 6 inches in length. Holder made of steel with metal tipped guides, making an article practically indestructible.

CAPACITY—Holder 9 inches long will easily accommodate 1000 checks. If greater capacity is needed, Sectional Posts may be added.

Holders may be indexed as per your ledger or any special arrangement.

INDEXED—A to Z 4x6, 9 inches long.

No. 460.....Price \$....



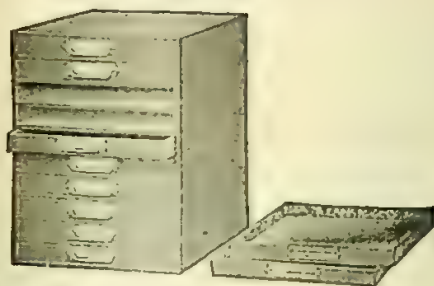
## HAWKI CHECK SORTER.



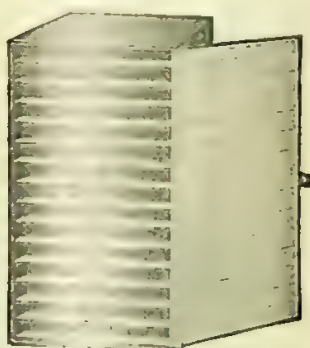
A new device for sorting checks, deposit slips or cards alphabetically or otherwise. Extensively used in banks and offices. It has capacity sufficient for 1,000 checks or deposit slips or 600 cards. It is made of quarter sawed oak, mounted on rubber bumpers, having pressboard divisions with leather tabs lettered in gold. Our new window index indicates whether or not all checks have been removed. Any division may be replaced with a new one or special tabs may be added at any time. All divisions are eyeletted and move back and forth on four metal supports sufficiently close to prevent papers from falling through.

Space occupied 7x9 1/2 inches, price \$....

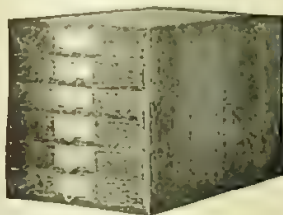
## LEGAL BLANK CASES.



**No. T-10. Legal Blank Case.** Made of Tarboard and covered with black leatherette, has 10 drawers, inside dimensions 9 inches wide, 14 $\frac{3}{8}$  inches long,  $\frac{7}{8}$  inches high. Each drawer has combination pull and label holder.....Each \$



**No. D-15. Legal Blank Case.** Made of Tarboard and covered with black leatherette, contains 15 compartments each measuring inside 9 inches wide, 14 inches long, 1 inch high. Index to contents appears on inside of hinged door, which is kept closed by button fastener on the side.....Each \$



**Legal Blank and Electro Cabinet.** Made of wood in three finishes. Has six drawers, inside dimensions 8 $\frac{3}{4}$  inches wide, 14 $\frac{1}{4}$  inches long, 1 $\frac{1}{2}$  inches high.

No.		Each
814-CX.	Golden Oak.....	\$
814-NX.	Natural Oak.....	
814-BX.	Mahogany finish.....	



Economy

## BOOK SUPPORTS.

**Economy.** For standing books on edge on any flat surface, one pair are required for each row. 5 inches high.

Steel, per pair \$ ; each \$



## STATIONERY OR PASS BOOK RACK.

**Tatum's Bank Pass Book Rack.** For holding bank pass books, catalogues and small books. The partitions are enameled iron, 5 inches high, alphabetically labeled and adjustable to various spacings. The base is oak.

No.	Width inches	Length inches	No. of Partitions	Weight boxed	Price complete
2412	7	24	12	13 lbs.	\$
3012	7	30	12	18 lbs	
3614	7	36	14	19 $\frac{1}{2}$ lbs	
4214	7	42	14	22 lbs.	
4814	7	48	14	23 lbs.	

Additional Partitions, each \$



## PINK TAPE.

It is used by the legal profession for tying or binding documents of all kinds.

No.		Spool	Per Dozen
19-36.	36 yards $\frac{1}{8}$ inch wide.....	\$	\$
19-72.	72 yards $\frac{1}{8}$ inch wide.....		



## BINDING STRAPS.

Made from first quality webbing, non-elastic. Buckles having no teeth cannot wear on the webbing. Hold firmly at any point. Applied and released in an instant. Used on packages of Legal Papers, Policies, Vouchers, Reports, etc.

	Per Gross	Per Dozen	Each
12. Length, 12 inches.....	\$	\$	\$
18. Length, 18 inches.....			
24. Length, 24 inches.....			
30. Length, 30 inches.....			

## FILING SHELF.

Saves 50% of File Clerk's Time.



No. 6 Filing Shelf.

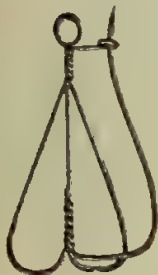
A batch of papers to be filed is placed on the shelf and both hands can be used to file them. Eliminates holding papers in one hand and filing with the other, also walking distances to get more papers.

A beautifully finished quartered Oak shelf 13 inches wide by 11 inches deep with a solidly bolted on nickel-plated hanger and with rubber bumpers to prevent scratching finish on file. Can also be furnished in Imitation Mahogany.

Quartered Oak.....	Each \$
Imitation Mahogany.....	Each

## HOOK AND STICK FILES.

## HANGING FILES.



Wire Hook File. The wire is 6 inches long.  
Per dozen, \$ ; each \$

## 1. Harp Pattern File.

It is 3 1/4 x 6 inches,  
black japanned.  
Per dozen....\$  
Each.....



No. 871.

## 871. Harp Pattern.

2 3/4 x 4 1/4 inches, japanned, tinned wire.  
Per dozen, ...\$  
Each .....

## TICKET HOOKS.



No. 1171.

1171. Brass Ticket Hook. It is 1 3/4 inches high and 1 inch from the shoulder.  
Per dozen, \$ ; each \$



No. 1191

1191. Brass Ticket Hook. It is 2 1/4 inches high and 1 inch from the shoulder.  
Per dozen, \$ ; each \$

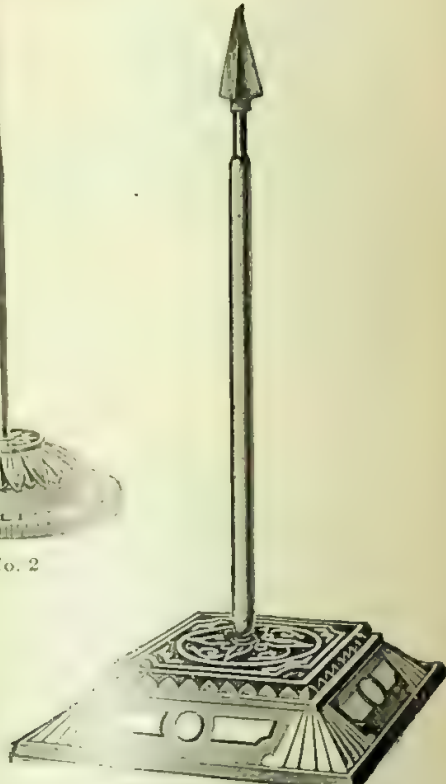
## STICK FILES.



Nos. 90 and 110



No. 2

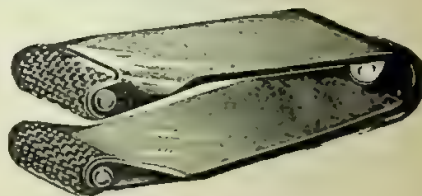


No. 236

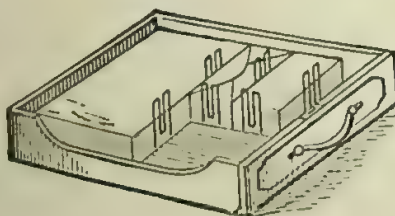
- No. 2. Black Japan Finish, with tinned wire, 3 inches high. Base is 2 inches in diameter. Per dozen, \$ ; each \$  
No. 90. Black enameled base, 2 1/2 x 2 1/2 inches. Heavily tinned wire, 5 inches high. Per dozen, \$ ; each \$  
No. 110. Black enameled base, 2 1/2 x 2 1/2 inches and heavily tinned wire, 8 inches high. Per dozen, \$ ; each \$  
No. 236. Check Canceller. Spear head mutilates any papers placed on file. Heavy solid base, 3x3 inches, finished in black enamel. Brass tube screwed into base. Tube and spear nicely lacquered. Per dozen, \$ ; each \$  
No. 8. Hollow iron base, 2x2 inches. Black enamel finish. Pattern of base similar to No. 236. Tinned wire, 4 inches high. Per dozen, \$ ; each \$  
No. 34. Hollow iron base, 3x3 inches. Black Japan finish. Pattern of base similar to No. 236. Tinned wire, 6 inches high. Per dozen, \$ ; each \$  
No. 36. Solid iron base, 3x3 inches. Black Japan finish. Pattern of base similar to No. 236. Tinned wire, 6 inches high. Per dozen, \$ ; each \$  
No. 40. Solid iron base, 3x3 inches. Black Japan finish. Pattern of base similar to No. 236. Tinned wire, 8 inches high. Per dozen, \$ ; each \$

## GRABLER CHECK PROTECTOR.

A simple and inexpensive Check Protector consists of two revolving rolls which when pressed together and drawn over the surface of the Check mutilates the written amount so that alteration is practically impossible.  
Regular 2-inch size... Each \$  
Large 4-inch size.... Each



## WIRE DRAWER PARTITIONS.



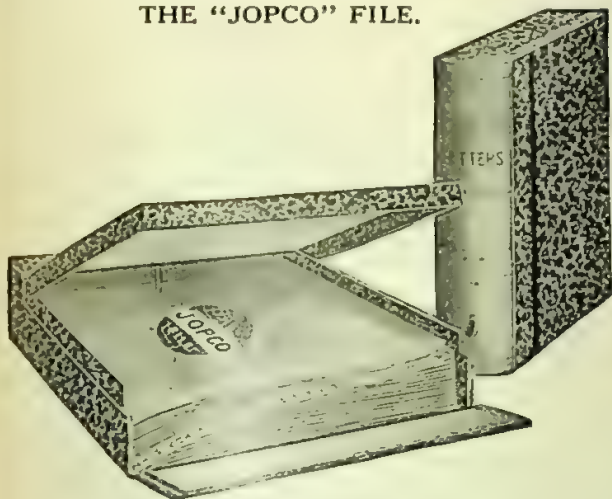
The desk drawer may be divided into compartments of any desired size or shape. The partitions are nicked wire with a screw tip for fastening to the bottom of the drawer.



- |                                |              |
|--------------------------------|--------------|
| 1. Size 1 1/4 inches high..... | Per dozen \$ |
| 2. Size 2 inches high.....     | Per dozen \$ |
| 3. Size 2 1/4 inches high..... | Per dozen \$ |

## BOX FILES.

## THE "JOPCO" FILE.

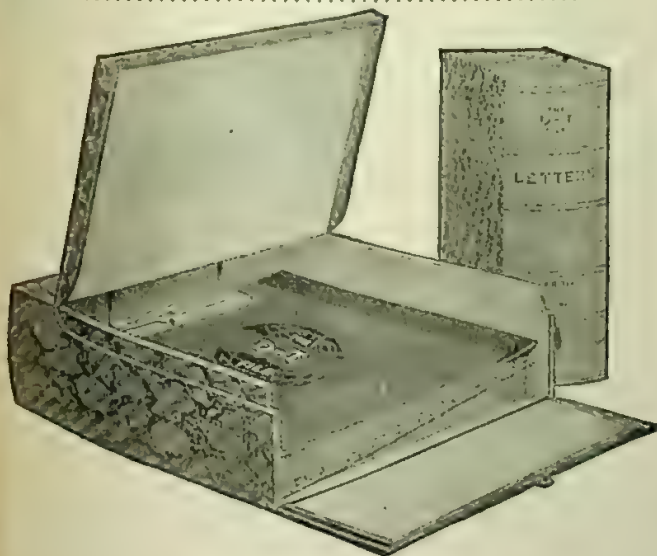


The "Jopco" File is made with a flanged lid and is absolutely dust-proof. Covered with green marble paper. The best low-priced, perfectly dust-proof file to be had. Projecting tabs of the best quality Manila Tagboard. Leather pull on back. Sixteen-leaf alphabetical index. Letter size,  $10\frac{1}{2} \times 11\frac{1}{4} \times 2\frac{3}{4}$  inches inside. Marked "Letters" on back.....Dozen, \$ ; each \$

## THE "PHOENIX" FILE.



The "Phoenix" File is made with a flanged lid and is absolutely dust-proof. Top, bottom, back and drop lid of wood; sides of heavy binders' board. Covered with red marble paper, imitation leather back. Index of strong Manila. Tags are projecting and of the best quality tagboard. Leather pull on back. Carried in cap size only; 21-leaf alphabetical index. Size  $10\frac{1}{2} \times 14\frac{1}{2} \times 2\frac{3}{4}$  inches inside. Marked "Invoices" on back.....Dozen.....\$  
Each.....\$



## THE "EMPIRE" FILE.



The "Empire" is a neat thoroughly well made box file. The best on the market at so low a price. Covered with hard finish brown fibre paper, has good fastening and strong Manila index. Leather pull on back. Furnished with sixteen-leaf alphabetical index; marked "Letters" on back. Letter size,  $10\frac{1}{2} \times 11\frac{1}{4} \times 2\frac{3}{4}$  inches inside.

Dozen.....\$  
Each.....\$

## THE "SECURITY" FILE.



The "Security" is a high-grade dust-proof box file, constructed of the best material throughout, being covered with a black leatherette-back printed in gold. The index leaves are made of tough, red rope stock, index tabs of cloth. Brass finished suit case lock. Made of Letter Size and Alphabetical Index only. Marked "Letters". Size  $10\frac{1}{2} \times 11\frac{1}{4} \times 2\frac{3}{4}$  inches inside.

Dozen.....\$  
Each.....\$

The "D-T" File was designed for filing pamphlets, circulars and bulky correspondence. Is made with flanged lid and is absolutely dust-proof. Index of Jute Manila, with projecting cloth tabs. Has spring steel compressor to keep the contents of file from slipping. Furnished with 24-leaf alphabetical index.

Letter Size.  $10\frac{1}{2} \times 11\frac{1}{4} \times 4\frac{1}{4}$  inches inside. Marked "Letters" on back.....\$

Dozen.....\$  
Each.....\$

Cap Size.  $10\frac{1}{2} \times 14\frac{1}{2} \times 4\frac{1}{4}$  inches inside. Marked "Letters" on back.....\$

Dozen.....\$  
Each.....\$

## ARCH FILES.



This is a strong, durable, simply constructed and well finished board-and-arch file. The arches swing outward, opening and closing simultaneously. A paper may be inserted or removed from the file without disturbing the arrangement of the other papers. This is done by drawing the top papers over the arches which are then opened and the paper inserted or removed, then the papers are returned to their proper position. The arches are  $2\frac{3}{4}$  inches center to center and  $3\frac{1}{4}$  inches high.

Complete with Style "A" Covers, short index and perforator

		Per Dozen	Each
Note.	Striped board, size 7x12 inches.....	\$	\$
Letter.	Striped board, size 9x14 $\frac{1}{4}$ inches.....		
Cap.	Striped board, size 9x17 inches.....		

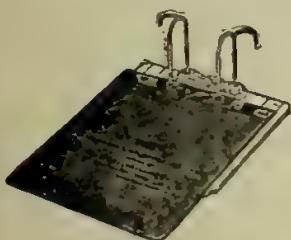
## BOARD AND ARCHES ONLY.

Note.	Striped board, size 7x12 inches.....	\$	\$
Letter.	Striped board, size 9x14 $\frac{1}{4}$ inches.....		
Cap.	Striped board, size 9x17 inches.....		

## BOARDS ONLY.

Note.	Striped board, size 7x12 inches.....	\$	\$
Letter.	Striped board, size 9x14 $\frac{1}{4}$ inches.....		
Cap.	Striped board, size 9x12 inches.....		

## COVERS AND INDEXES.



Style "A" Cover.



Style "B" Cover.

## COMPRESSOR COVERS.

Made of best quality grey pressboard. Keep contents of Arch Files compactly together, increasing capacity of files and protecting contents. Style "A" cover has no hinge. Style "B" has hinge enabling easy examination of papers in files.

	Style "A"		Style "B"	
	Per Doz.	Each	Per Doz.	Each
Note.	9 x 6 1/4.....	\$		
Letter.	11 1/4 x 8 1/4.....		\$	\$
Cap.	14 x 8 1/4.....			

## COLUMBIA INDEXES.

Made of manila tag board punched to fit on any size of Arch File. Short Index has alphabet divided into two banks of Index Tabs. Long index has one bank of tabs only.

No.		Per Doz.	Each
1.	Short Index, Note Size, 3 $\frac{1}{4}$ x 6 $\frac{1}{4}$ .....	\$	\$
2.	Short Index, Letter or Cap 3 $\frac{1}{4}$ x 7 $\frac{1}{4}$ .....		
102.	Long Index, Size 10 $\frac{1}{4}$ x 7.....		

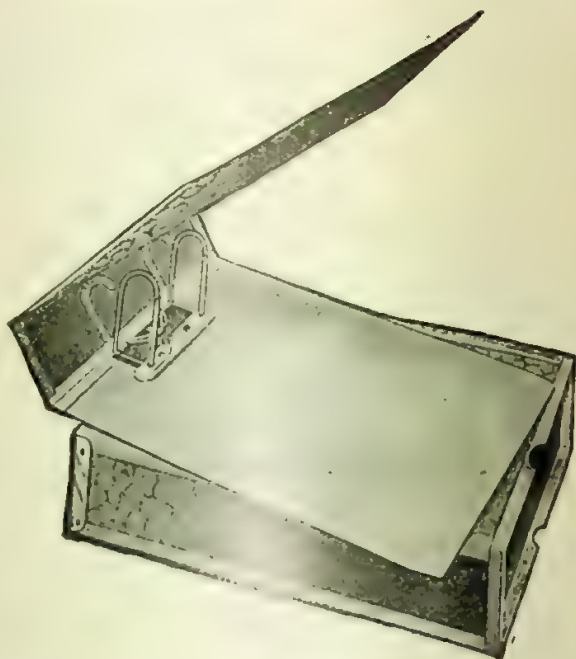
## BOARD CLIPS.



Globe Clips. Made with 6-inch nickel plated clips attached to either striped boards or tar boards. The clips have metal shoulders for the papers to square against and a metal ear to hang the file up by.

	Note	Letter	Cap
	6 $\frac{1}{4}$ x 11	9 x 12 $\frac{1}{4}$	9 x 15 $\frac{1}{4}$
Tar Board.....	Dozen	Each	Dozen
Striped Board.....	Each	Each	Each

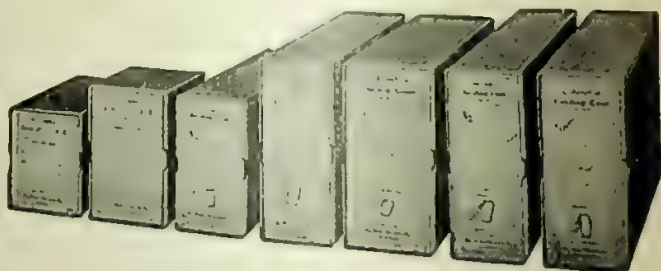
## COLUMBIA BINDING CASES WITH ARCH.



These Binding Cases are intended primarily as transfer cases for the contents of Arch Files. They are, however, useful for many other purposes. They provide a convenient and inexpensive way of filing letters, orders, reports or other documents that should be kept together in a secure and accessible manner.

Made in telescope-box style of tough fibre board, with arch on inner case as shown. The double arch file fitted in this case permits papers to be examined, removed or replaced with the same facility as when on the board or in the cabinet file. A steel compressor fits over the posts of the arch—this holds all papers compactly together. Nos. 47 and 48 are shipped set up, and are not fitted with interlocking metals.

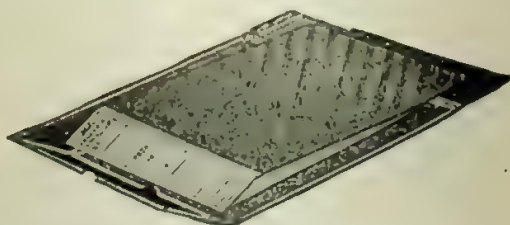
The patent metal corner pieces used in this construction are ingeniously made and attached, so that a slight pressure securely and instantly locks them.



Made in Seven Sizes.

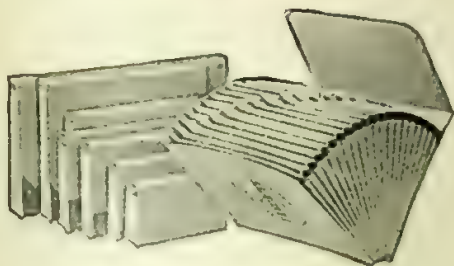
	Inches, outside measurement.
No. 47.	Prescription, 7 $\frac{1}{4}$ x 5 $\frac{1}{4}$ x 4 $\frac{1}{4}$ with blank index.
No. 48.	Prescription, 7 x 5 x 4 $\frac{1}{4}$ with blank index.
No. 49.	Note size, 12 x 7 x 3 $\frac{1}{4}$ without indexes.
No. 50.	Letter size, 12 $\frac{1}{4}$ x 9 $\frac{1}{4}$ x 3 $\frac{1}{4}$ without indexes.
No. 50-H.	Letter size, 12 $\frac{1}{4}$ x 9 $\frac{1}{4}$ x 4 $\frac{1}{4}$ without indexes.
No. 51.	Cap size, 15 $\frac{1}{4}$ x 9 $\frac{1}{4}$ x 3 $\frac{1}{4}$ without indexes.
No. 51-H.	Cap size, 15 $\frac{1}{4}$ x 9 $\frac{1}{4}$ x 4 $\frac{1}{4}$ without indexes.

Nos. 47, 48, 50-H and 51-H have high arches.



Note, Letter and Cap sizes shipped knocked down but they are easily put together in permanent condition.

### FAVORITE LETTER FILES.



The name is well chosen, for these files are universally used. They are made of the best materials, with expanding gussets, which gives the Favorite Files a capacity of 3,000 papers, the indexing is either A to Z or 1 to 31.

#### Heavy Manila Tag Paper.

	Indexed A to Z	Indexed 1 to 31
Note size, 6x11 1/4	Each \$	Each \$
Letter size, 9 1/4 x 11 1/4	Dozen \$	Dozen \$
Invoice size, 9 1/4 x 15		

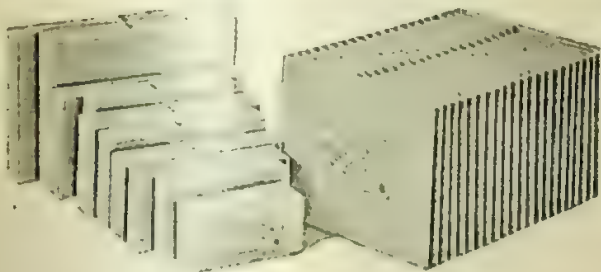
#### Full Drab Cloth.

	Indexed A to Z	Indexed 1 to 31
Note size, 6x11 1/4	Each \$	Each \$
Letter size, 9 1/4 x 11 1/4	Dozen \$	Dozen \$
Invoice size, 9 1/4 x 15		

#### Favorite Outlook Files.

	Indexed A to Z	Each	Dozen
160. Note, 7x12 inches		\$	\$
170. Letter, 10x12 inches			
180. Cap, 10x15 inches			

### FAVORITE VERTICAL FILES.



It is made of heavy leatheroid paper, with heavy board partitions and without flap.

No.	Size	Indexed A to Z	Each	Dozen
1.	3 1/2 x 8		\$	\$
3.	4 1/2 x 7 1/4			
5.	4 1/2 x 9			
7.	4 1/2 x 9 1/4			
9.	5 1/2 x 9 1/4			
11.	6 x 10 1/4			
13.	7 x 9			
15.	7 x 12			
17.	10 x 12			
19.	10 x 15			

#### Indexed Jany. to Dec.

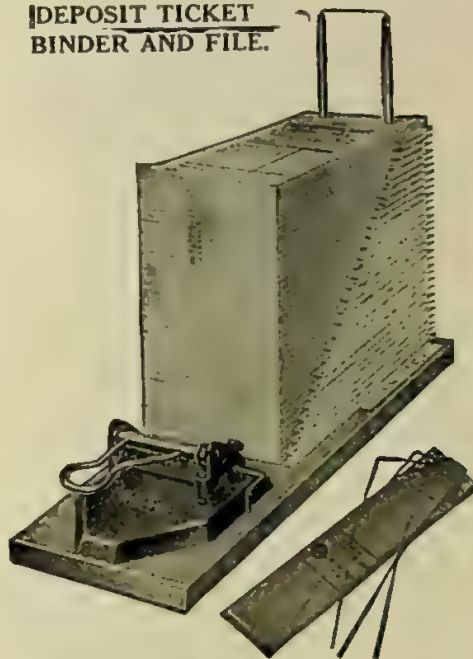
No.	Size	Indexed Jany. to Dec.	Each	Dozen
1.	3 1/2 x 8		\$	\$
3.	4 1/2 x 7 1/4			
5.	4 1/2 x 9			
7.	4 1/2 x 9 1/4			
9.	5 1/2 x 9 1/4			
11.	6 x 10 1/4			
13.	7 x 9			
15.	7 x 12			
17.	10 x 12			
19.	10 x 15			

#### Indexed 1 to 31.

No.	Size	Indexed 1 to 31	Each	Dozen
1.	3 1/2 x 8		\$	\$
3.	4 1/2 x 7 1/4			
5.	4 1/2 x 9			
7.	4 1/2 x 9 1/4			
9.	5 1/2 x 9 1/4			
11.	6 x 10 1/4			
13.	7 x 9			
15.	7 x 12			
17.	10 x 12			
19.	10 x 15			

Be careful to specify indexing.

### DEPOSIT TICKET BINDER AND FILE.



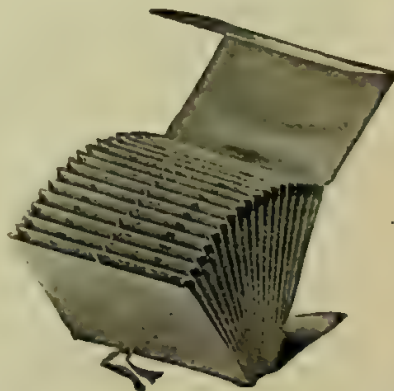
Globe No. 105. Substantially made—consisting of a Board, Perforator, two Filing Posts, each 9 inches high, twelve Daily Indexes and one Monthly Index, also twelve Wires. The wires are used for binding the accumulated tickets. For papers 4 1/4 x 7 inches. This device is used extensively by Banks and Stores where a system of sales slips is used daily. Outfit complete as described, is packed in a neat carton.....Each \$

Extra supplies consisting of 12 Daily Indexes, 1 Monthly Index and 12 wires packed in carton.....Per Set \$

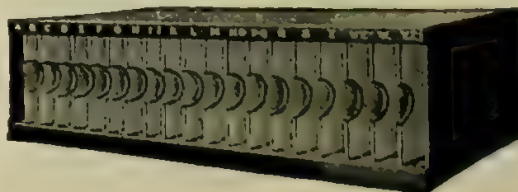
### FAVORITE DEPOSIT SLIP FILE.

A Manila paper, expanding file with 32 pockets. Pockets are 4 3/4 x 7 1/4 inches and made two to a gusset. Pockets are indexed alternately. Size of file, 7 1/4 x 9 3/4.

Each \$



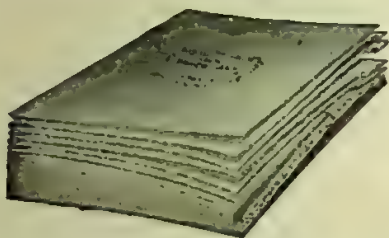
### STATEMENT AND ENVELOPE DISTRIBUTORS.



Globe Statement Distributors. Outside size, 22 1/2 inches wide, 8 1/4 inches deep and 8 inches high. It is made of wood and stout tar board, covered with leatherette and has 20 divisions each 1 inch wide, 8 1/4 inches deep and 7 inches high, marked with the letters of the alphabet. It is designed for the temporary distribution of statements or bills; but is also useful for small catalogues, price lists, etc.....Each \$

Globe Envelope Distributor. It is constructed like the Statement Distributor, but of smaller size, being 17 1/4 inches wide, 7 inches deep and 5 1/2 inches high, outside. There are 20 divisions, 2 1/4 inches wide, 7 inches deep and 4 1/4 inches high, marked with the letters of the alphabet. It is a postage saver as its use prevents addressing more than one envelope to one firm during the day.....Each \$

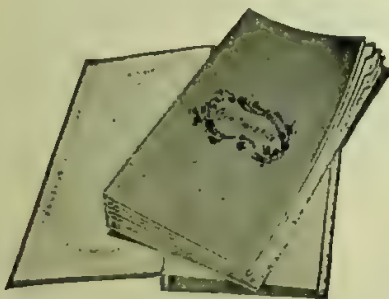
## THE EVERY DAY FILE.



Designed for use on the desk. Being expansive, it is no thicker than its contents and it will expand to hold an enormous quantity. Size 10x12 inches.

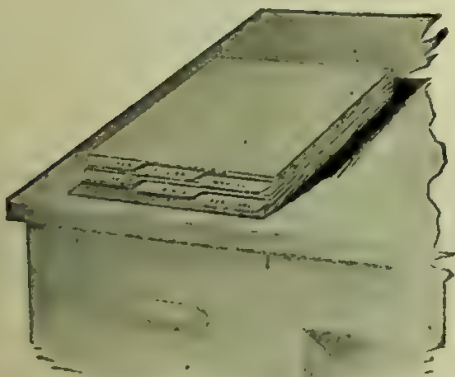
1. Indexed alphabetically, 20 leaves, Gray Press Board Covers, Tag Board Leaves.....Each \$
2. Index 1-31 for days of Month, Gray Press Board Covers, Tag Board Leaves.....Each
3. Gray cloth covers, 20 blue tag board leaves, cloth tab index, A to Z.....Each
4. Cloth cover, 31 blue tag board leaves, cloth tab index, 1 to 31.....Each
5. Cloth cover, blue tag board leaves, cloth tab index, 1 to 31 and January to December.....Each
6. Cloth cover, blue tag board leaves, lettered with days of the week.....Each
9. A new style. Ten compartments having black nickeled tabs, to be indexed as required, Gray Press Board Covers, tag board leaves.....Each

## LEGAL BLANK FILE.



7. It opens like a book, but has a gusset back, allowing a large expansion. It is bound in cloth with 20 compartments lettered A to Z and 1 to 20. An index on the front cover enables the user to classify the contents according to subject. Size, 10x15 inches.....Each \$

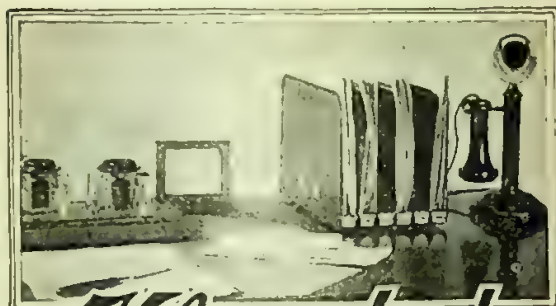
## DESK FILE.



This Desk File promotes method and efficiency in daily desk work. It provides a definite place for temporarily filing important papers. It is strongly made and the back will expand to allow one-inch capacity to each compartment. The metal tabs are fitted with celluloid windows and the labels may be exchanged at will. This desk file is made in two grades, each in six and twelve pocket sizes. Size 9½x14.

- Genuine Leather Top with "Nearleather" Index.
- No. 112. 12 Compartments.....Each \$
- No. 106. 6 Compartments.....Each

- Green Leatherette Cover with "Nearleather" Index.
- No. 212. 12 Compartments.....Each \$
- No. 206. 6 Compartments.....Each



## Kleradesk

Kleradesk clears your desk for action and automatically sorts mail, memos, orders, etc. Holds reference papers out of the way but immediately at hand when needed.

The outstanding point of merit in the Kleradesk is its unit features. You can begin with a few sections and add more as needed.

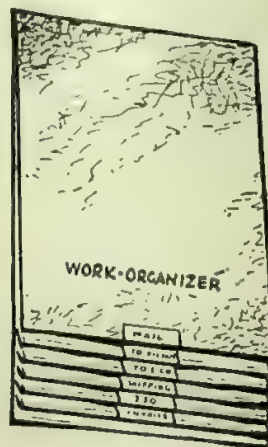
The Kleradesk is made of a series of interlocking units joined together, giving as many filing compartments as needed. Each unit consists of an upright divider made of sheet steel fastened to a flat base. There are two models, the regular Kleradesk has upright sections 8½ inches high, the low model 4½ inches high. Both are 11 inches long.

The compartments of the Kleradesk are adjustable. One inch is the minimum width but each compartment can be opened to 1¼ inches. By means of special floor sections which come in 3 inch, 6 inch and 10 inch widths, any width compartment can be made. Adjustment is extremely easy.

Finished in Green, Oak and Mahogany.

	Green	Oak	Mahogany
Kleradesk, each End Section.....	\$	\$	\$
Kleradesk Center Sections			
Low Model, each End Section			
Low Model, Center Sections			
3 inch Compartment Floor Sections....			
6 inch Compartment Floor Sections....			
10 inch Compartment Floor Sections....			

## "WORK ORGANIZERS".



Fit any Desk. A necessary auxiliary to efficiency. Flexible, durable and handsome.

## Grain Fabrikoid.

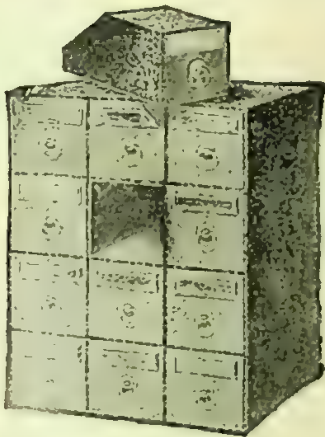
- No. 330. 10½x17 6 pockets.....\$
- No. 332. 10½x19 10 pockets.....\$
- No. 334. 10½x21 15 pockets.....\$

## Flexible Paper.

- No. 730. 10½x17 6 pockets.....\$
- No. 732. 10½x19 10 pockets.....\$
- No. 734. 10½x21 15 pockets.....\$

Are your records protected from fire?—If not, you need an Allsteel Safe

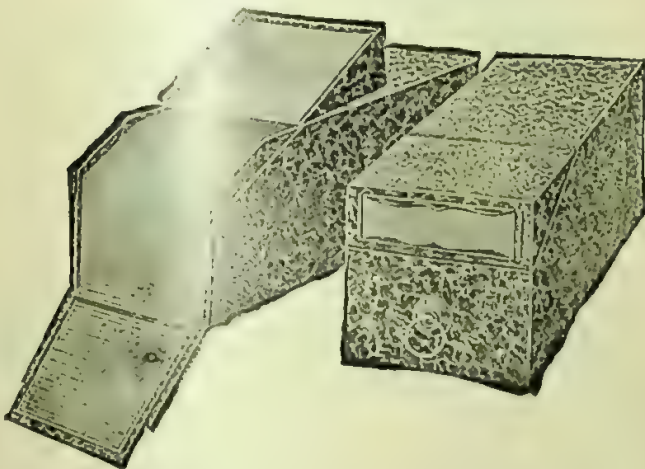
## PIGEON HOLE CASE.



**Style B.** Made of heavy tar board covered with marbled paper. It has scoop shape Filing Boxes 10x4½x1½ inches, of binder's board covered with marbled paper, green leatherette fronts, metal pulls and label holders. Neat and inexpensive.

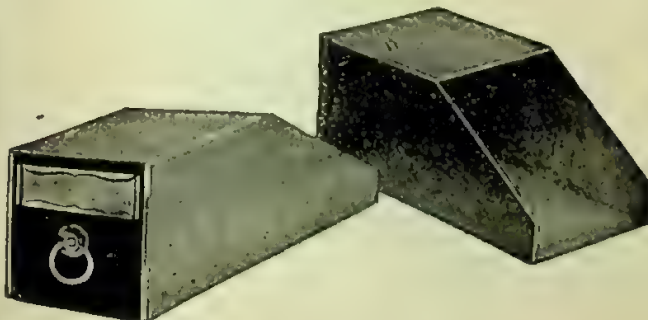
- B-6.** Six boxes 10 inches high, 14½ inches wide, 10½ inches deep. Shipping weight complete 12 lbs. Each \$
- B-12.** 12 boxes. 10½ inches high, 14½ inches wide, 10½ inches deep. Shipping weight, complete 20 lbs. Each \$

## PIGEON HOLE BOXES.



No. 1

- 1 File Box.** Made of tar board, covered with imported marbled paper, lined throughout, and has double sides and back. It has drop front and is fitted with a ring pull and metal label holder. In outside dimensions it is 10x4½x4½ inches. Shipping weight per doz., 12 lbs. Per dozen, \$ ; each \$



No. 3

- 3 File Box.** Made of press board, scoop pattern with cloth front brass bound and fitted with pull and label holder. Size 10x4½x1½ inches. Shipping weight per doz., 12 lbs. Per dozen, \$ ; each \$

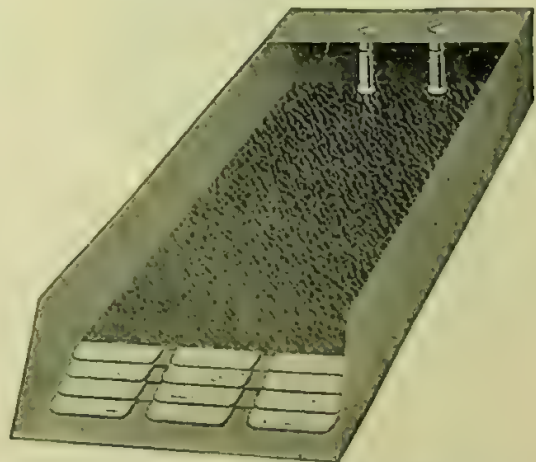
## STATIONERY SHELF BOXES.



These boxes are of extra quality tar board covered with fine black cloth. The front of the box is hinged, opening backward, and has a pull and metal label holder.

No.	Size	Long	Wide	Deep	Per Doz.	Each
1.	Octavo	7½ inches	5½ inches	3 inches	\$	\$
2.	Commercial	8½ inches	6 inches	3 inches		
3.	Packet	10 inches	6½ inches	3 inches		
4.	Letter	11½ inches	9½ inches	3 inches		
5.	Cap	13½ inches	9 inches	3 inches		
6.	Extra Cap	15 inches	9½ inches	3 inches		

## THE DESK FILE.



The **Desk File** is designed for unusually active service where greater durability is required. With its use the time required for correspondence is reduced to a minimum.

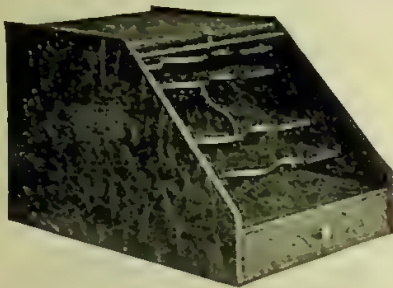
The **Desk File** has solid side walls; all papers neat and in order when wanted. Papers will not fall out when the desk file is moved.

The **Desk File** can be indexed to meet the needs of any business. Metal tabs are made with windows. The dividing guides and indexing arrangement are both interchangeable.

1. **Commercial.** Sheet size, 8½x11..... Each \$
2. **Legal.** Sheet size, 8½x14..... Each

Organize the work on your desks as you do in other departments of your business. Select the equipment for doing it from this catalog. You will find here the devices that have proved their value.

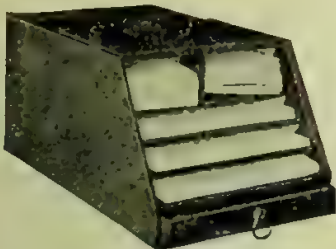
## STATIONERY CABINETS.



These Cabinets reduce spoilage and waste of valuable stationery by keeping every sheet and envelope clean. No Stenographic Department is complete without equipment of this kind. Very convenient in any business.

**No. 140.** Wood Cabinet, with drop lid. Compartments for Letter, Cap and Invoice Size papers. Long and short envelopes and a drawer for carbon papers and miscellaneous accessories. Solidly constructed of seasoned lumber. Rubber feet prevent marring of polished surfaces. Furnished in handsomely grained Quartered Oak, in natural color, and in beautiful Mahogany Finish. Outside dimensions,  $8\frac{1}{2}$  in. high x  $9\frac{1}{4}$  in. wide x  $15\frac{3}{4}$  in. deep. Drawer inside,  $1\frac{1}{4}$  in. high x  $8\frac{3}{4}$  in. wide x  $14\frac{1}{4}$  in. deep. Each \$

**No. 150.** Wood Cabinet, made same as No. 140, but with vertical open front. Furnished in Quartered Oak, natural color, and Imitation Mahogany Finishes. Outside dimensions,  $7\frac{1}{2}$  in. high x  $9\frac{1}{4}$  in. wide x  $15\frac{3}{4}$  in. deep. Drawer inside,  $1\frac{1}{4}$  in. high x  $8\frac{3}{4}$  in. wide x  $14\frac{1}{4}$  in. deep. Each \$

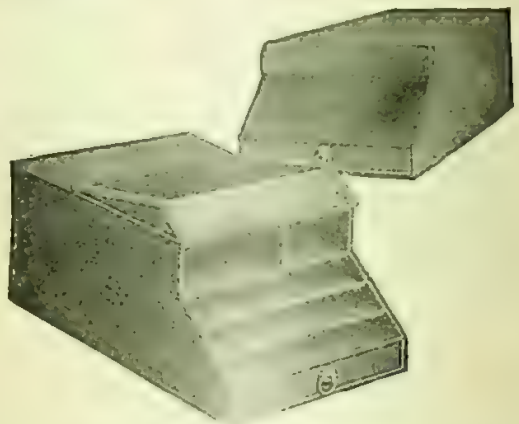


**No. 170.** A lower price Cabinet than the wood. Made of extra heavy Binders Board, covered with Black Grained Cloth. Compartments for Letter, Cap and Invoice size papers, Long and Short Envelopes and a drawer for Carbon Papers, etc. Has hinged lid to close up front of cabinet. All corners are reinforced and entire construction is such that it will stand years of use. Outside dimension,  $6\frac{1}{2}$  in. high x  $9\frac{3}{4}$  in. wide x 15 in. deep. Inside drawer, 1 in. high x  $8\frac{3}{4}$  in. wide x  $14\frac{1}{4}$  in. deep. Each \$

## DESK DRAWER STATIONERY RACK.

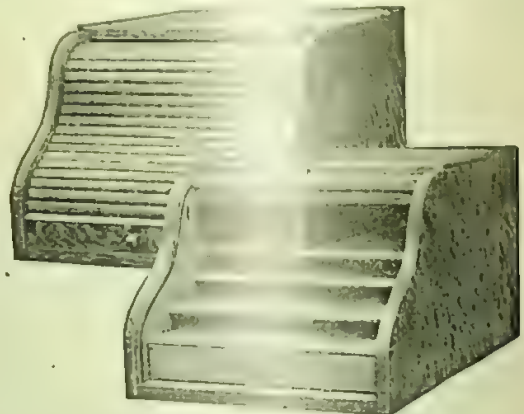


**No. 4.** This is a convenient Rack for the Desk Drawer, for holding Letter Heads, Second Sheets, Carbon Papers, Envelopes, etc. Capacity of any compartment may be increased by removing a partition. Made of Gum, natural finish. All contents of these drawers can be plainly seen and are easily removed. Outside dimensions,  $21\frac{1}{2}$  in. long x  $9\frac{1}{4}$  in. wide x  $3\frac{3}{4}$  in. deep... Each \$



**Nos. 1 and 2.** These Racks are made of heavy Tar Board, covered with Black Leatherette. They are very convenient for holding Letter Heads, Envelopes, Second Sheets, Carbon Paper, etc. Are made with compartments for different sizes of paper and envelopes. No. 1 without Cover. No. 2 with Cover, that folds back over the top. Outside dimensions,  $14\frac{1}{4}$  in. deep, 9  $\frac{1}{4}$  in. wide x  $6\frac{3}{4}$  in. high.

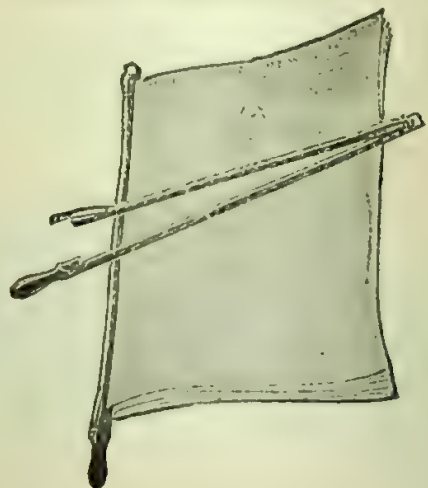
No. 1. .... Each \$      No. 2. .... Each \$



**No. 3** Desk Stationery Rack is handsomely made of Quartered Antique Oak—also Imitation Mahogany, with first class dull rubbed finish and brass hardware. The Rack is of dust proof construction and is equipped with easy sliding roll curtain. Outside dimensions— $15\frac{1}{2}$  in. deep,  $10\frac{1}{4}$  in. wide and  $8\frac{1}{4}$  in. high. Shipping weight about 25 pounds.

Quartered Oak..... Each \$  
Imitation Mahogany..... Each

## CHAMPION NEWSPAPER FILE.



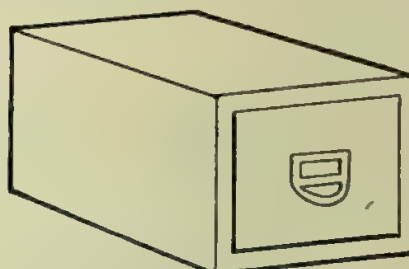
This File is designed for holding newspapers in consecutive order. Very simple to operate and does not tear the paper. Made of Oak, oil finish, Oxidized Brass fittings. Lock can be attached.

No. .... Each \$  
18. For papers not over 18 inches long.....  
25. For papers not over 25 inches long.....  
28. For papers not over 28 inches long.....  
34. For papers not over 34 inches long.....

## WOOD SOLID CARD CABINETS.



2 Drawer Card Index Cabinet.



1 Drawer Card Index Cabinet.



4 Drawer Card Index Cabinet.



6 Drawer Card Index Cabinet.

Card Cabinets are made of quarter sawed white oak and birch mahogany, dovetailed together, finished in a light golden oak and mahogany finish. All trimmings are solid cast brass, satin or dull finish.

## FOR 3x5 CARDS.

No.	Description	Outside Dimensions		Deep	Shipping Weight
		High	Wide		
297	1 Drawer Cabinet	5	7	16 $\frac{3}{8}$	6
298	2 Drawer Cabinet	5	13 $\frac{1}{2}$	16 $\frac{3}{8}$	11
299	4 Drawer Cabinet	9 $\frac{1}{4}$	13 $\frac{1}{2}$	16 $\frac{3}{8}$	16
300	6 Drawer Cabinet	13 $\frac{7}{8}$	13 $\frac{1}{2}$	16 $\frac{3}{8}$	21

## FOR 4x6 CARDS.

301	1 Drawer Cabinet	6	8	16 $\frac{3}{8}$	7 $\frac{1}{2}$
302	2 Drawer Cabinet	6	15 $\frac{1}{2}$	16 $\frac{3}{8}$	14
303	4 Drawer Cabinet	11 $\frac{1}{4}$	15 $\frac{1}{2}$	16 $\frac{3}{8}$	27
304	6 Drawer Cabinet	16	15 $\frac{1}{2}$	16 $\frac{3}{8}$	32

## FOR 5x8 CARDS (5 inches high by 8 inches wide).

308	1 Drawer Cabinet	7	10	16 $\frac{3}{8}$	10
309	2 Drawer Cabinet	7	19 $\frac{1}{2}$	16 $\frac{3}{8}$	19
310	4 Drawer Cabinet	13 $\frac{1}{4}$	19 $\frac{1}{2}$	16 $\frac{3}{8}$	38
311	6 Drawer Cabinet	19 $\frac{1}{2}$	19 $\frac{1}{2}$	16 $\frac{3}{8}$	49

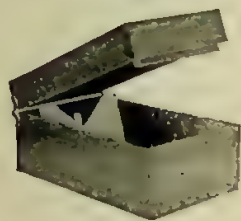
## FOR 8x5 CARDS (8 inches high by 5 inches wide).

312	1 Drawer Cabinet	10	7	16 $\frac{3}{8}$	10
313	2 Drawer Cabinet	10	13 $\frac{1}{2}$	16 $\frac{3}{8}$	19
314	4 Drawer Cabinet	19	13 $\frac{1}{2}$	16 $\frac{3}{8}$	38
315	6 Drawer Cabinet	19	20	16 $\frac{3}{8}$	49

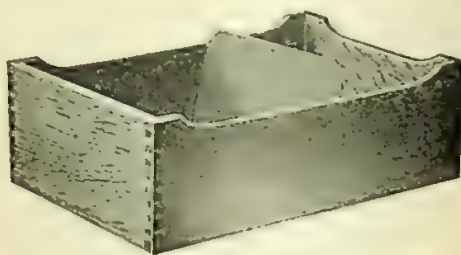
All drawers are 14 $\frac{1}{2}$  inches deep inside.

## CARD INDEX DESK TRAYS.

OPEN OR WITH COVER.



Desk Tray with Cover.



Open Desk Tray.

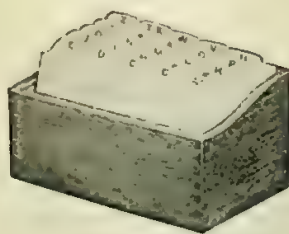
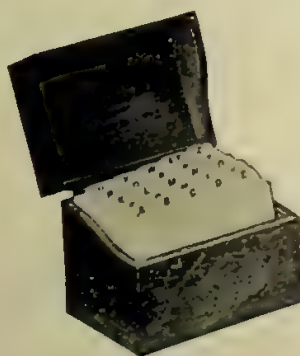
These trays are made exceptionally strong and durable. The lumber used is quarter-sawed white oak or birch,  $\frac{1}{2}$ -inch thick, selected for grain. B-M trays are made to last a lifetime. All corners are made with a straight dovetail joint. The finishes are regular B-M light golden oak or birch mahogany, left dull.

### DIMENSIONS.

Number	Size of Cards	Description	High	Wide	Outside Dimensions	
					Long	Long
*293	3 x 5	with cover	4 $\frac{1}{2}$	6	10-inch	15 $\frac{1}{2}$ -inch
*294	4 x 6	with cover	5 $\frac{3}{8}$	7	10-inch	15 $\frac{1}{2}$ -inch
*295	5 x 8	with cover	6 $\frac{1}{2}$	9	10-inch	15 $\frac{1}{2}$ -inch
290	3 x 5	open	3	5 $\frac{3}{4}$	10 or 11-inch	
291	4 x 6	open	3 $\frac{1}{2}$	6 $\frac{3}{4}$	10 or 11-inch	
292	5 x 8	open	4 $\frac{1}{4}$	8 $\frac{3}{4}$	10 or 11-inch	

\*Furnished with or without hinged cover at the same price. Unless otherwise specified all Trays with cover will be shipped with hinges.

## TICKLER BOXES.



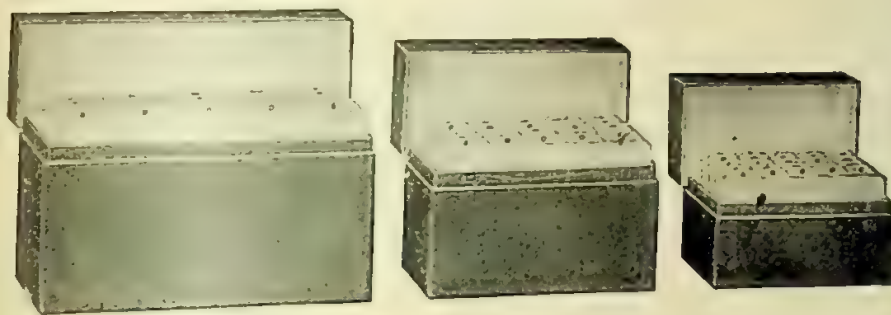
Every man at a desk needs a tickler—a little system right at his fingers' tips, which will automatically attend to his numerous little details. A system which will be a constant reminder—a follow-up—a place to put information which may be found instantly when wanted.

The boxes are made of selected quarter-sawed white oak, finished in B-M standard light golden oak, or birch mahogany finishes. The cover is hinged with two wrought brass hinges.

### DIMENSIONS.

Number	Size of Cards	Description	High	Outside Dimensions	
				Wide	Deep
255	3 x 5	with cover	4	5 $\frac{1}{2}$	3
256	4 x 6	with cover	5	6 $\frac{1}{2}$	4
257	5 x 8	with cover	6	8 $\frac{1}{2}$	5
155	3 x 5	open	2 $\frac{1}{2}$	5 $\frac{1}{2}$	3
156	4 x 6	open	3	6 $\frac{1}{2}$	4
157	5 x 8	open	3 $\frac{1}{2}$	8 $\frac{1}{2}$	5

## CARD INDEX CASES.



No. 58.

No. 46.

No. 35.

## ACME CARD INDEX CASES.

Made of binders' board, covered with black cloth. All boxes are 2 3/4 inches deep inside. Capacity about 250 cards. These cases are very convenient on any desk. Guides and cards must be ordered separately.

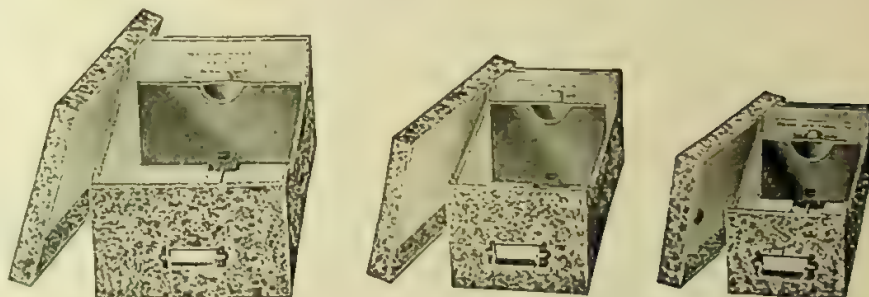
- No. 35. Acme, for 3x5 cards.  
No. 46. Acme, for 4x6 cards.  
No. 58. Acme, for 5x8 cards.

Guides and Record Cards for use in these cases will be found described on other pages of this book.

## AGATE CARD INDEX CASES.

These Agate Card Index Cases can be used with satisfaction for any card record system where appearance is not a factor and where economy is desirable.

Tray is made of heavy binders' board, with wood bottom, covered with agate marbled paper and fitted with an ingenious steel follower, which by a slight pressure of lever can be released and moved forward or backward without friction; also fitted with combined steel holder and pull. Length of Tray 11 1/4 inches outside. Capacity 100 cards.



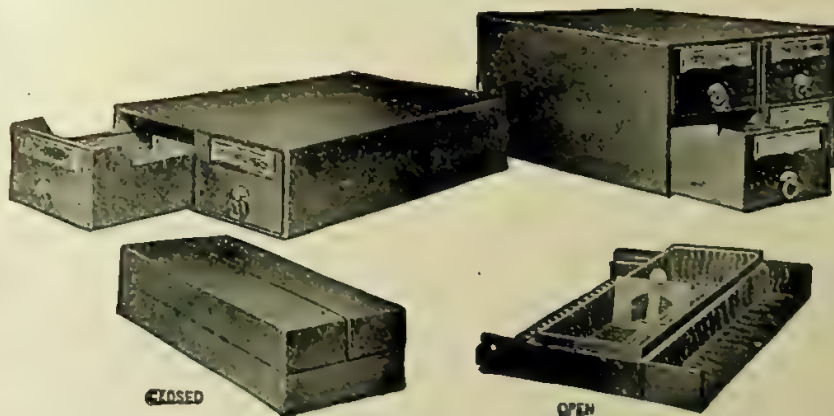
Guides and Record Cards for use in these cases will be found described on other pages in this book.

No. 93. Agate, for 3x5 cards. No. 94. Agate, for 4x6 cards. No. 95. Agate, for 5x8 cards. No. 99. Agate, for 4 1/2 x 9 Cards for Check File Guides. The No. 99 is 15 1/4 inches long outside.

Check File Guides without Tongue. For No. 99 Agate Tray. Specify whether an Alphabetical, Monthly, Daily or Blank set is wanted. Size 9 inches wide by 4 1/4 inches high over all. Supplied in Alphabetical, 25 to a set; Monthly (Jan. to Dec.) 12 to set; Daily (1-31) 31 to set.

## PILOT CARD INDEX CASES.

For 3x5 and 4x6 Cards.



The Pilot Tray is an extremely useful form of tray, it is strongly built of extra heavy binders' board, covered with black cloth and fitted with a metal follower of improved mechanism which slides on round rod sunk below the level of the drawer bottom, and supports the cards and the guides in upright position. The single tray as shown in cut, has drop lids attached to sides. Made in five sizes as follows:

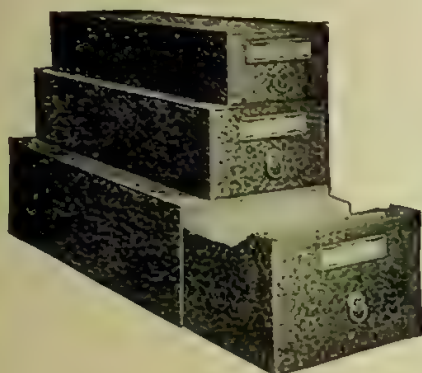
No.		Outside Dimensions		
		Long Inches	Wide Inches	High Inches
9135.	Single tray, for 3x5 cards,.....	12 3/4	5 3/4	4 3/4
9235.	Two trays, for 3x5 cards,.....	16 3/4	11 3/4	4 3/4
9435.	Four trays, for 3x5 cards,.....	16 3/4	11 3/4	8 3/4
9246.	Two trays, for 4x6 cards,.....	16 3/4	13 3/4	5 3/4
9446.	Four trays, for 4x6 cards,.....	16 3/4	13 3/4	10 3/4

## STORAGE CASES.

## CARD INDEX STORAGE CASES—TARBOARD.

For 3x5, 4x6, 5x8 and 6x9 Cards.

Made in telescope box style of heavy tarboard, covered with marbled paper. This style of case is preferable to one with lid, for the reason that when stacked up one above another it is not necessary to raise or remove the upper case in order to get at the contents of the lower one.



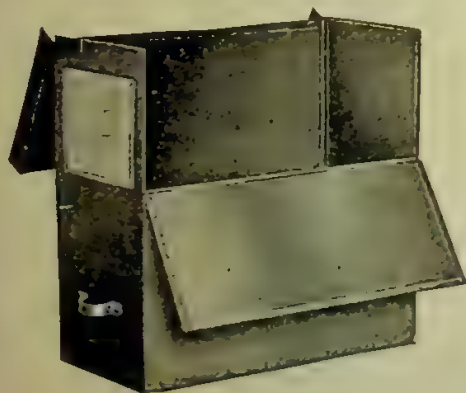
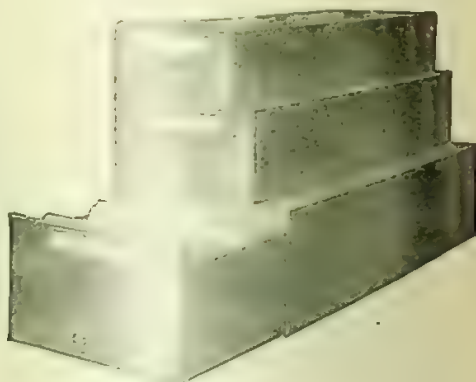
No.	Deep Inches	Wide Inches	High Inches
C35, for 3x5 cards, outside.....	15	5½	3½
C35, for 3x5 cards, inside.....	14½	5½	3½
C46, for 4x6 cards, outside.....	15	6½	4½
C46, for 4x6 cards, inside.....	14½	6½	4½
C58, for 5x8 cards, outside.....	15	8½	5½
C58, for 5x8 cards, inside.....	14½	8½	5½
C69, for 6x9 cards, outside.....	15	9½	7
C69, for 6x9 cards, inside.....	14½	9½	6½

## STEEL CARD INDEX STORAGE CASES.

For 3x5, 4x6 and 5x8 cards.

Made in telescope box style of steel. When stacked one above the other, the drawers are easily removed which is impossible with storage cases having lids. If your card records are valuable they should be kept in fire resisting steel cases.

No.	Deep Inches	Wide Inches	High Inches
1135, for 3x5 cards, outside.....	15	5½	3½
1135, for 3x5 cards, inside.....	14½	5½	3½
1146, for 4x6 cards, outside.....	15	6½	4½
1146, for 4x6 cards, inside.....	14½	6½	4½
1158, for 5x8 cards, outside.....	15	8½	5½
1158, for 5x8 cards, inside.....	14½	8½	5½



## No. 1191 STEEL STORAGE CASES.

Hinged Top. Drop Side.

These cases can be used for documents filed short way of case, or vertical file folders filed long way of case. They are useful for pending correspondence, duplicate factory orders or for any records that must be kept accessibly and in a safe way.

Made of selected cold rolled steel, constructed without rivets or solder. Finished in durable enamel, olive green color.

Dimensions over all, 12½ inches long, 5½ inches wide, 10½ inches high.  
Inside Dimensions, 12 inches long, 4½ inches wide, 10½ inches high.

## STORAGE CASES.

Made of heavy binders' board covered with marbled paper and fitted with metal label holder and ring pull. Adapted to holding vertical folders as well as papers transferred from document files.

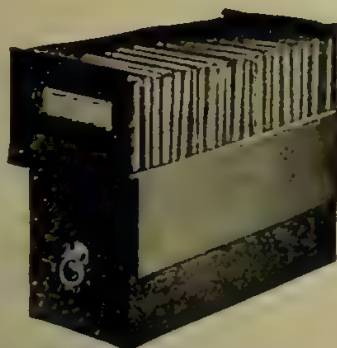
Made in Bill, Letter and Cap sizes.

Dimensions inside.

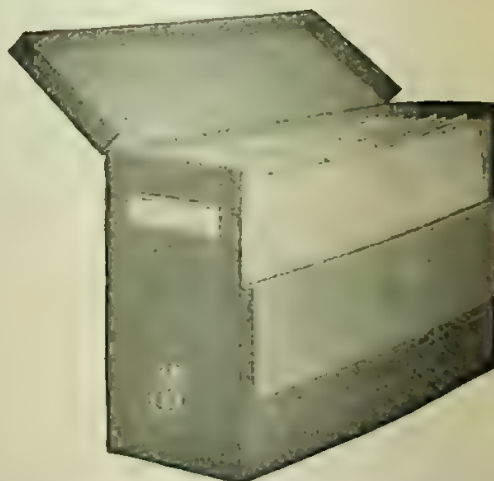
No. 590. Bill Storage case, 10 in. long by 4½ inches wide by 8½ inches high.

No. 591. Letter Storage Case, 12½ inches long by 4½ inches wide by 10½ inches high.

No. 592. Cap Storage Case, 15½ inches long by 4½ inches wide, by 10½ inches high.

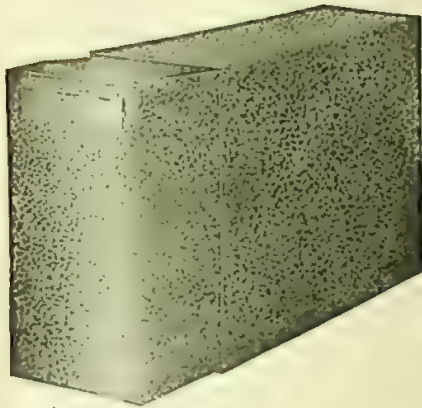


Illustrating Case Filled with Document.



Illustrating case Filled with Vertical File Folders.

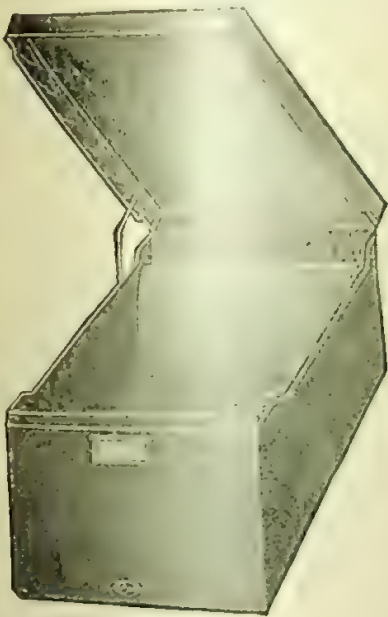
## DOCUMENT TRANSFER CASE.



102. Document File Transfer Case. This is a telescoping case to receive the contents of document files. It is 10 1/4 inches high, 5 1/2 inches wide, 12 1/4 inches deep outside, the inside dimensions being 10 1/4 x 4 3/4 x 11 1/4 inches. File is binders' board covered with marbled paper, fitted with metal pull and label holder.

Per dozen, \$ ; each \$

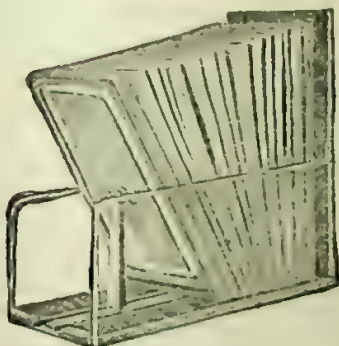
## CLOTH COVERED VERTICAL FILE TRAY.



These trays are made of heavy binders board, covered with black cloth and lined with marble paper. They have all of the inside equipment of the regular Vertical Filing Cabinet, including follower block and counter sunk rod in bottom of tray. Are equipped with a metal brace which supports the lid when box is opened.

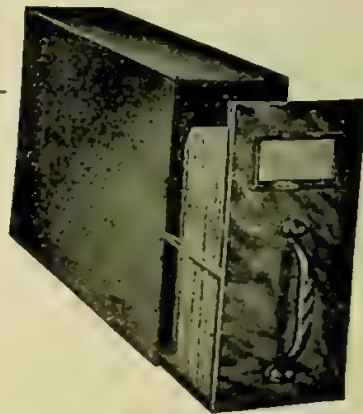
380. Bill size 17 1/4 x 10 1/4 in., 9 1/4 in. high.... Each \$  
 381. Letter size 17 1/4 x 12 1/4 in., 11 1/4 in. high.... Each \$  
 382. Cap size 17 1/4 x 15 1/4 in., 11 1/4 in. high.... Each \$

## DOCUMENT FILES.



Globe Document File open, showing follower with compressor released.

## DOCUMENT FILES.



No. 2. Globe Document File with Jacket.

These files have quartered Oak fronts, antique finish, bottoms of hard wood; Steel follower blocks with clamp attachment and fitted on outside with brush brass label holders and handles. Extensively used in Court Houses and public buildings. Jackets are made of heavy tar board, reinforced cloth edges and covered with black morocco paper.

2. Document File without Jacket 12x5 inches, 10 1/4 inches high..... Each  
 2. Document File with Jacket 12 1/4 x 5 1/4 inches, 10 1/4 inches high.....



No. 394. Document Case.



No. 394. Document Case.

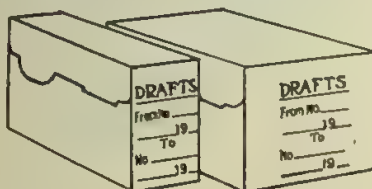
These cases are made of quartered Oak fronts, antique finish, with one-half inch quartered oak sides and top and back of 1/4 inch three ply, built up stock, with quartered Oak face. The entire exterior is finished. The files are equipped with steel follower block with clamp attachment and are fitted on outside with brush brass label holders and handles.

294. Document Case 12 1/4 x 11 1/4 inches, 11 1/4 inches high. \$  
 394. Document Case 12 1/4 x 16 1/4 inches, 11 1/4 inches high.

## KAY-DEE BOX ENVELOPE SYSTEM.

The most economical Filing Cases for filing and finding Drafts, Cashiers' Checks, Certificates of Deposit, Deposit Slips, Debit and Credit Slips, etc. These boxes are instantly adjusted and require no pasting. The labels are visible and the boxes are dust-proof. These files are today solving the filing problems of more than half the banks in the United States and we believe that you will find that they will solve yours.

### KAY-DEE BOX ENVELOPES.



No. 10

No. 20

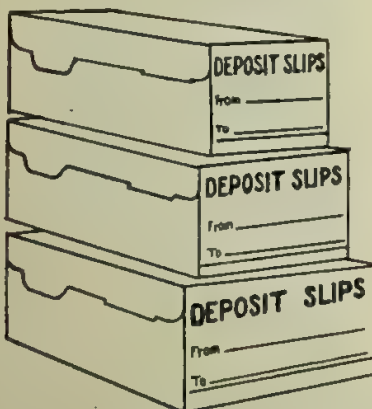
#### Small Sizes.

Nos. 7, 9, 10, 11, 20 and 125.

**Construction:** These numbers are made of heavy Jute-Manila stock, light, strong and serviceable, having a capacity of 200 to 1,000 papers. Labels are printed on the ends of the files.

#### MADE OF JUTE-MANILA.

No.	Wide, Inches	High Inside, Inches	Long, Inches	Capacity
9.	2 1/4	3 1/4	9	500
10.	2 1/4	4	9 1/2	500
11.	2 1/4	4 1/4	10	500
125.	1 1/4	4	10	250
20.	5 1/4	4	9 1/2	1000
7.	5 1/4	4 1/4	7 1/2	1100



Nos. 15, 16 and 26

#### Large Sizes.

Nos. 8, 14, 15, 16, 17, 26, 27, 28.

**Construction:** These numbers are made of very heavy Jute-Board, having great strength and light weight. These files will appeal to those desiring an inexpensive, serviceable transfer case of small capacity and reasonable durability. Labels are printed on the above files without extra charge.

#### MADE OF HEAVY JUTE-BOARD.

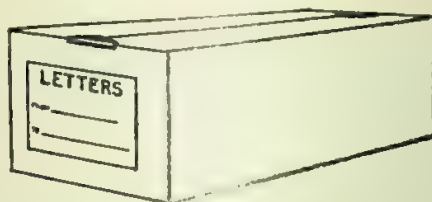
No.	Wide, Inches	High, Inches	Long, Inside, Inches	Capacity
8.	8	4	9	2000
14.	5 1/4	4 1/4	14	3000
15.	6	4 1/4	16	3500
16.	7 1/4	4	16	3500
17.	7 1/4	4	14	3000
26.	9	3 1/4	14 1/4	3200
27.	9	4 1/4	12 1/4	2500
28.	10	3 1/4	14 1/4	3200

### KAY-DEE METAL-BOUND STORAGE FILES.

For the permanent storage of papers and records of all kinds. These boxes are inexpensive, durable and economical. They are very useful in banks for filing Drafts, Certificates of Deposit, Deposit Slips, Cashiers' Checks, Pass Books, etc. They are used in stores, factories and offices for filing letters, invoices, freight bills, vouchers, cancelled checks, sales tickets, etc.

These boxes are used by the largest banks and financial institutions, public service corporations, railroads, department stores, manufacturers, schools, etc. They are adaptable to the smallest or the largest users. These files are 50% cheaper than Fibreboard Files, are 75% cheaper than Oak or Wood Files and are 90% cheaper than Steel Files.

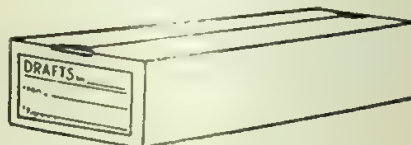
These files occupy but little space when not in use, as they are shipped flat. They can be instantly set up without any pasting or gluing. They are very neat and handy and are dust-proof. Adaptable to every business.



Nos. 5121-5124, Letters

Nos. 5151-5154, Cap

No. 5112 Ledger



Nos. 503 and 594

**Construction:** Made of a Special Corrugated Fibre Board and bound on both ends with Metal Binder-Clamp, making a file that for strength, accessibility and economy, is incomparable with anything now offered on the market.

No.	Wide, Inches	High Inside, Inches	Long, Inches
546.	4 1/4	6 1/4	24
547.	4 1/4	7 1/4	24
548.	4 1/4	8 1/4	24
549.	4 1/4	9 1/4	24
553.	5 1/4	3 1/4	24
554.	5 1/4	4	24
554.	6	4 1/2	24
555.	6	5	24
574.	7 1/4	4	24
574 1/2.	7 1/4	4	18
575.	7	5 1/4	24
594.	8	4	24
594 1/2.	8	4 1/2	24
594 3/4.	8	4	18
595.	8	5 1/2	24
593.	9	3 1/4	24
593 1/2.	9	3 1/4	18
594.	9	4 1/2	24
594 1/2.	9	4 1/2	18
595.	9	6	24
5104.	10	4 1/2	24

#### Document Size.

559.	5	9 1/4	24
551.	5	11 1/2	24

#### Large Sizes.

5124.	12 1/4	10	24
5154.	15 1/4	10	24
5184.	10 1/4	8 1/2	24
5121.	12 1/4	10	Letter 20
5151.	15 1/4	10	Cap 20
5108.	10 1/4	8 1/2	Invoice 20
5112.	12 1/4	13	Ledger 20

Labels furnished for above without extra charge. Specify the style wanted.

## VERTICAL FILING GUIDES.

Guides are a necessity in any system of filing, for they make filing easy and finding simple. The guides should be very carefully selected and should conform to the requirements of the system. Vertical Guides serve a double purpose. First, they act as guides, directing the way to the location of papers. Second, they support the contents of the file, holding them in a vertical position. To do this, they must be very stiff, yet have enough resiliency to permit easy reference.

These guides are carried in two kinds of stock—Manila and Pressboard. The Manila Guides are of very heavy Jute Manila .018 of an inch thick. The stock is made from a special wood sulphite which gives great strength and stiffness. The Pressboard Guides are made of genuine Pressboard—not imitation pressboard which is used in some kinds. This pressboard is supplied in two colors, red and gray and in two thicknesses, .020 and .030 of an inch thick. Alphabetical guides furnished in gray only.

For temporary records or in files not given much wear, Manila Guides will be satisfactory. For hard wear, long life, durability and all around satisfaction genuine Pressboard should be used. It is the cheapest in the long run. Manila Guides are carried with plain tabs and with tabs covered with celluloid. The plain tabs will answer for the file that is not subject to hard use or large capacity, but the celluloid covered guides will be more satisfactory for the more frequently used files and where the contents are heavy. The celluloiding of guides add cleanliness, strength and years to the life of the guide. A variety of colors can be furnished, clear, green, blue, red and yellow. All sizes.

**Metal Tab Pressboard Guides.** These tabs are illustrated and fully described on one of the following pages.

All Vertical Guides are made with an eyeletted projection on the foot for fitting over the rod in the filing case. This makes it impossible for the guide to become misplaced and keeps the contents of the file in better condition.

### BLANK GUIDES.

These guides have tabs without printing or marking of any kind. They are adapted to the making of a system of guides to meet individual conditions of the files.

**Blank Guides,  $\frac{1}{4}$  Cut.**  
Letter Size,  $9\frac{1}{2} \times 11\frac{3}{4}$ , Body Size.

Order  
Number

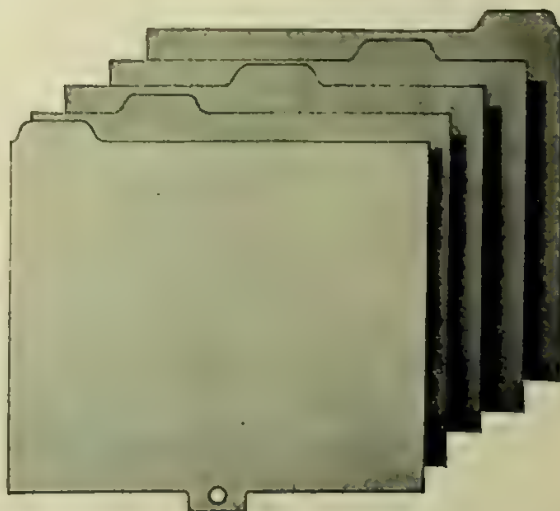
- 1215. Manila, Plain Tab.
- 1225. Medium Pressboard, Plain Tab.
- 1245. Extra Heavy Pressboard, Plain Tab.
- 12265. Medium Pressboard, Metal Tips
- 12465. Extra Heavy Pressboard, Metal Tips.

**Cap Size,  $9\frac{1}{2} \times 14\frac{3}{4}$ , Body Size.**

- 1515. Manila, Plain Tab.
- 1525. Medium Pressboard, Plain Tab.
- 1545. Extra Heavy Pressboard, Plain Tab.
- 15265. Medium Pressboard, Metal Tips.
- 15465. Extra Heavy Pressboard, Metal Tips.

**Invoice Size,  $7\frac{1}{2} \times 9\frac{3}{4}$ , Body Size.**

- 1015. Manila, Plain Tab.
- 1025. Medium Pressboard, Plain Tab.
- 1015 C. Manila, Celluloid Tab.
- 1025 C. Medium Pressboard, Celluloid Tab.



**Blank Guides,  $\frac{1}{4}$  Cut.**  
Letter Size,  $9\frac{1}{2} \times 11\frac{3}{4}$ , Body Size.

Order  
Number

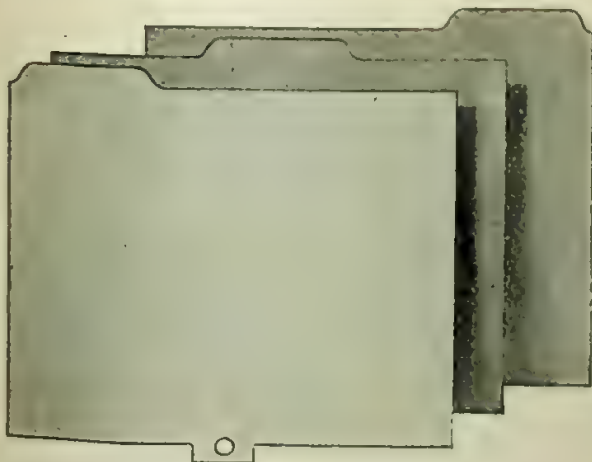
- 1213. Manila, Plain Tab.
- 1223. Medium Pressboard, Plain Tab.
- 1243. Extra Heavy Pressboard, Plain Tab.

**Cap Size,  $9\frac{1}{2} \times 14\frac{3}{4}$ , Body Size.**

- 1513. Manila, Plain Tab.
- 1523. Medium Pressboard, Plain Tab.
- 1543. Extra Heavy Pressboard, Plain Tab.
- 15263. Medium Pressboard, Metal Tip.
- 15463. Extra Heavy Pressboard, Metal Tip.

**Invoice Size,  $7\frac{1}{2} \times 9\frac{3}{4}$ , Body Size.**

- 1013. Manila, Plain Tab.
- 1023. Medium Pressboard, Plain Tab.
- 1013 C. Manila, Celluloid Tab.
- 1023 C. Medium Pressboard, Celluloid Tab.



## VERTICAL FILING GUIDES.

## CHECK FILE GUIDES.

Size  $3\frac{1}{2} \times 9$ , Body Size.  
 $\frac{1}{4}$  Cut—Blank Guides.

Order Number	
715 $\frac{1}{4}$ .	Manila, Plain Tabs.
725 $\frac{1}{4}$ .	Medium Pressboard, Plain Tabs.
745 $\frac{1}{4}$ .	Extra Heavy Pressboard, Plain Tabs.
7265 $\frac{1}{4}$ .	Medium Heavy Pressboard, Metal Tips.
$\frac{1}{4}$ Cut—Blank Guides.	
713 $\frac{1}{4}$ .	Manila, Plain Tabs.
723 $\frac{1}{4}$ .	Medium Pressboard, Plain Tabs.
743 $\frac{1}{4}$ .	Extra Heavy Pressboard, Plain Tabs.
7263 $\frac{1}{4}$ .	Medium Pressboard, Metal Tip.
Tabs Printed Alphabetically.	
25 Divisions, A-Z.	
715 $\frac{1}{4}$ -25.	Manila.
715 $\frac{1}{4}$ C-25.	Manila, Celluloid Tab.
725 $\frac{1}{4}$ -25.	Medium Pressboard.
725 $\frac{1}{4}$ C-25.	Medium Pressboard, Celluloid Tab.
7265 $\frac{1}{4}$ -25.	Medium Pressboard, Metal Tip.



Order Number	Tabs Printed Alphabetically.
40 Divisions, A-Z.	
715 $\frac{1}{4}$ -40.	Manila.
715 $\frac{1}{4}$ C-40.	Manila, Celluloid Tab.
725 $\frac{1}{4}$ -40.	Medium Pressboard.
725 $\frac{1}{4}$ C-40.	Medium Pressboard, Celluloid Tab.
7265 $\frac{1}{4}$ -40.	Medium Pressboard, Metal Tip.
80 Divisions A-Z.	
715 $\frac{1}{4}$ -80.	Manila.
715 $\frac{1}{4}$ C-80.	Manila, Celluloid Tab.
725 $\frac{1}{4}$ -80.	Medium Pressboard.
725 $\frac{1}{4}$ C-80.	Medium Pressboard, Celluloid Tab.
7265 $\frac{1}{4}$ -80.	Medium Pressboard, Metal Tip.

## DOCUMENT FILE GUIDES.

Size  $10\frac{1}{2}$  high x  $4\frac{1}{2}$  wide, Body Size.  
 $\frac{1}{4}$  Cut—Blank Guides.

Order Number	
615.	Manila.
625.	Medium Pressboard.

$\frac{1}{4}$  Cut—Blank Guides.

Order Number	
613.	Manila.
623.	Medium Pressboard.

$\frac{1}{4}$  Cut—Blank Guides.

Order Number	
612.	Manila.
622.	Medium Pressboard.

Order Number Tabs Printed Alphabetically.

25 Divisions, A-Z.	
613-25.	Manila.
613C-25.	Manila, Celluloid Tabs.
623-25.	Medium Pressboard.
623C-25.	Medium Pressboard, Celluloid Tabs.
40 Divisions, A-Z.	
613-40.	Manila.
613C-40.	Manila, Celluloid Tabs.
623-40.	Medium Pressboard.
623C-40.	Medium Pressboard, Celluloid Tabs.
80 Divisions, A-Z.	
613-80.	Manila.
613C-80.	Manila, Celluloid Tabs.
623-80.	Medium Pressboard.
623C-80.	Medium Pressboard, Celluloid Tabs.

## MONTHLY AND DAILY GUIDES.

Monthly Guides are printed with names of the month, January to December, and are made in center position only.  
 Daily Guides are printed with numbers, 1 to 31, and are made in fifth-cut positions only.

## MONTHLY GUIDES

Letter Size  $9\frac{1}{2} \times 11\frac{1}{2}$ , Body Size.

Plain Tabs	Celluloid Tabs	
1213-12.	1213C-12.	Manila.
1223-12.	1223C-12.	Medium Pressboard.
1243-12.	1243C-12.	Extra Heavy Pressboard.
12263-12.	.....	Medium Pressboard, Metal Tips.
12463-12.	.....	Extra Heavy Pressboard, Metal Tips.

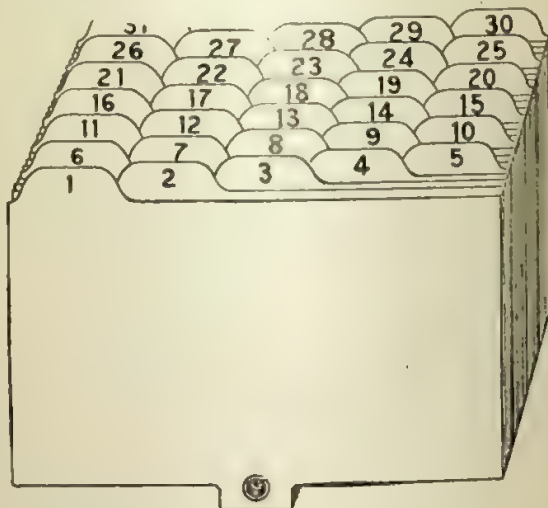
Cap Size  $9\frac{1}{2} \times 14\frac{1}{2}$ , Body Size

Plain Tabs	Celluloid Tabs	
1513-12.	1513C-12.	Manila.
1523-12.	1523C-12.	Medium Pressboard.
1543-12.	1543C-12.	Extra Heavy Pressboard.
15263-12.	.....	Med. Pressboard, Metal Tips.
15463-12.	.....	Extra Heavy Pressboard, Metal Tips.

## DAILY GUIDES.

Letter Size  $9\frac{1}{2} \times 11\frac{1}{2}$ , Body Size.

Plain Tabs	Celluloid Tabs	
1216-31.	1216C-31.	Manila.
1226-31.	1226C-31.	Medium Pressboard.
1246-31.	1246C-31.	Extra Heavy Pressboard.
12266-31.	.....	Medium Pressboard, Metal Tips.
12466-31.	.....	Extra Heavy Pressboard, Metal Tips.



Cap Size  $9\frac{1}{2} \times 14\frac{1}{2}$ , Body Size.

Plain Tabs	Celluloid Tabs	
1516-31.	1516C-31.	Manila.
1526-31.	1526C-31.	Medium Pressboard.
1546-31.	1546C-31.	Extra Heavy Pressboard.
15266-31.	.....	Medium Pressboard, Metal Tips.
15466-31.	.....	Extra Heavy Pressboard, Metal Tips.

## METAL TAB GUIDES.

These tabs are made of cold rolled steel for strength and durability and are pressed into shape on dies so that they will be uniform in size. They are dull black enamel to reduce eye strain and afford perfect contrast. Their size, shape and rounded corners increase speed in handling. The large windows in the metal tip permit use of large inserts. Inserts can be changed at any time so that the initial investment is never lost.

The deep grip taken on the pressboard by the triangular base increases the strength and prevents pressboard from breaking. The eyelets are drawn out of the metal of the tab, making them more compact than if separate eyelets were used. These metal tabs are made on all sizes and styles of tabbing of vertical filing guides. For order numbers, please refer to the information given with the styles of vertical filing guides.



## VERTICAL FILING GUIDES.

## ALPHABETICAL GUIDES.

Alphabetical Guides have the tabs printed with various divisions of the alphabet, the size of the divisions depending on the volume of papers to be filed. 50 divisions to a drawer, 25 inches deep, is about right. This gives about one-half inch of filing space between each guide. Standard divisions range from 25A to Z to 1000 subdivisions. All vertical alphabets are made on 1/5 cut guides only.

## 25 DIVISION.

25 DIVISION.

Order Numbers		Size and Style
Plain Tabs	Celluloid Tabs	Letter Size 9½x11¾
1315-25.	1215C-25.	Manila
1225-25.	1225C-25.	Medium Pressboard
1245-25.	1245C-25.	Extra Heavy Pressboard
12265-25.	.....	Medium Pressboard, Metal Tips
12465-25.	.....	Extra Heavy Pressboard, Metal Tips
		Cap Size 9½x14¾
1515-25.	1515C-25.	Manila
1525-25.	1525C-25.	Medium Pressboard
1545-25.	1545C-25.	Extra Heavy Pressboard
15265-25.	.....	Medium Pressboard, Metal Tips
15465-25.	.....	Extra Heavy Pressboard, Metal Tips
		Invoice Size 7½x9¾
1015-25.	1015C-25.	Manila
1025-25.	1025C-25.	Medium Pressboard

## 40 DIVISION.

40 DIVISION.

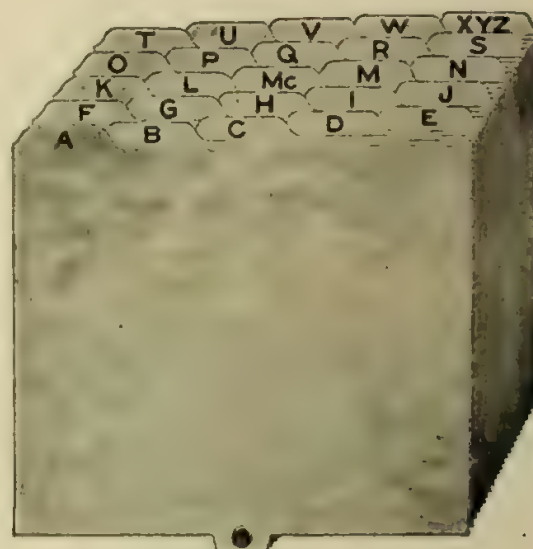
Order Number		Size and Style
Plain Tabs	Celluloid Tabs	Letter Size 9½x11¾
1215-40.	1215C-40.	Manila
1225-40.	1225C-40.	Medium Pressboard.
1245-40.	1245C-40.	Extra Heavy Pressboard
12265-40.	.....	Medium Pressboard, Metal Tips
12465-40.	.....	Extra Heavy Pressboard, Metal Tips
		Cap Size 9½x14¾
1515-40.	1515C-40.	Manila
1525-40.	1525C-40.	Medium Pressboard
1545-40.	1545C-40.	Extra Heavy Pressboard
15265-40.	.....	Medium Pressboard, Metal Tips
15465-40.	.....	Extra Heavy Pressboard, Metal Tips
		Invoice Size 7½x9¾
1015-40.	1015C-40.	Manila
1025-40.	1025C-40.	Medium Pressboard

## 80 DIVISION.

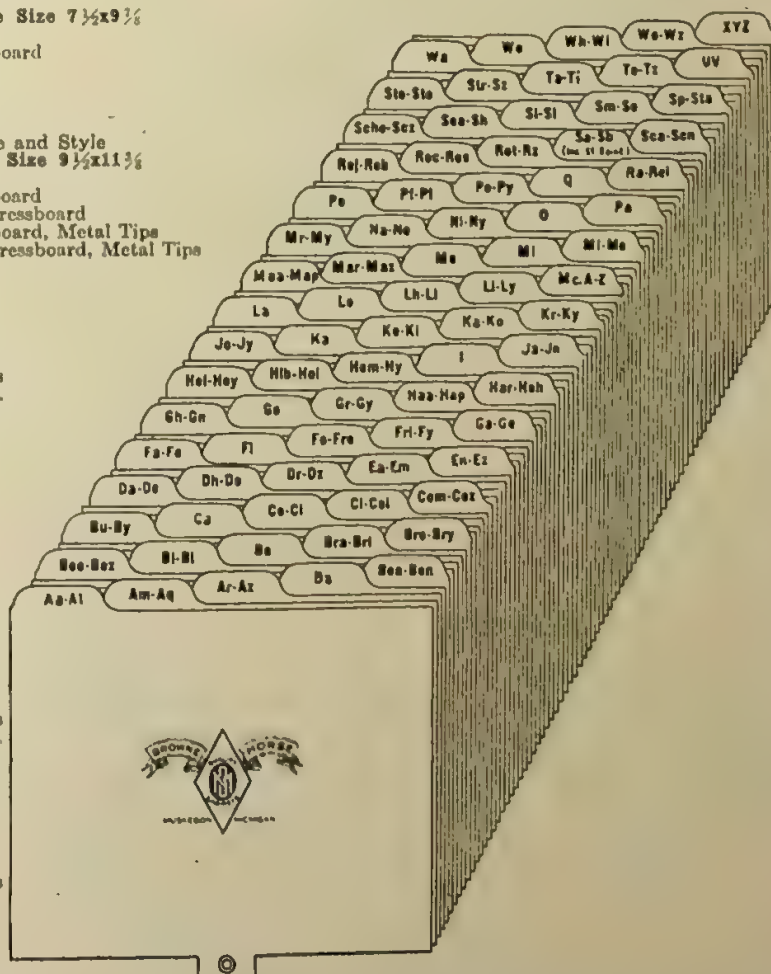
Order Numbers	Size and Style	
Plain	Letter Size 9 1/2 x 11 3/4	
Celluloid		
Plain		
Celluloid		
1215-80.	1215C-80.	Manila
1225-80.	1225C-80.	Medium Pressboard
1245-80.	1245C-80.	Extra Heavy Pressboard
12265-80.	.....	Medium Pressboard, Metal Tips
12465-80.	.....	Extra Heavy Pressboard, Metal Tips
Cap Size 9 1/2 x 14 3/4		
1515-80.	1515C-80.	Manila
1525-80.	1525C-80.	Medium Pressboard
1545-80.	1545C-80.	Ex. Hvy. Pressboard
15265-80.	.....	Med. Pressbd., Met. Tips
15465-80.	.....	Ex. Hvy. Pressbd., Met. Tips
Invoice Size 7 1/2 x 9 3/4		
1015-80.	1015C-80.	Manila
1025-80.	1025C-80.	Medium Pressboard

## 120 DIVISION.

Order Numbers		Size and Style
Plain Tabs	Celluloid Tabs	
		Letter Size 9½x11¾
1215-120.	1215C-120.	Manila
1225-120.	1225C-120.	Medium Pressboard
1245-120.	1245C-120.	Ex. Hvy. Pressboard
12265-120.	.....	Med. Pressbd., Met. Tips
12465-120.	.....	Ex. Hvy. Pressbd., Met. Tips
Cap Size 9½x14¾		
1515-120.	1515C-120.	Manila
1525-120.	1525C-120.	Medium Pressboard
1545-120.	1545C-120.	Ex. Hvy. Pressboard
15265-120.	.....	Med. Pressbd., Met. Tips
15465-120.	.....	Ex. Hvy. Pressbd., Met. Tips



Alphabetical Guides—25 Subdivisions.



Alphabetical Guides—80 Subdivisions.

## VERTICAL FILING FOLDERS.

The requirements made of Vertical File Folders when in actual use are that they can be easily and quickly removed from, or returned to, the file without breaking and that they will not sag while in the file. To meet these requirements, the paper stock must be tough and have excellent folding qualities. These qualities are found in the high-grade Manila Folders that we carry.

The grade of Manila is determined by the percentage of Sulphite used in its manufacture and our folders are made of a wood pulp containing 85% pure Sulphite. These folders are made in one grade and three weights: Medium—8 points thick; Heavy—11 points thick; Extra Heavy—14 points thick. The folders are all folded against the grain which prevents them from buckling, sagging or becoming "dog-eared". The folders are all scored so that they can expand to  $\frac{1}{2}$ -inch capacity.

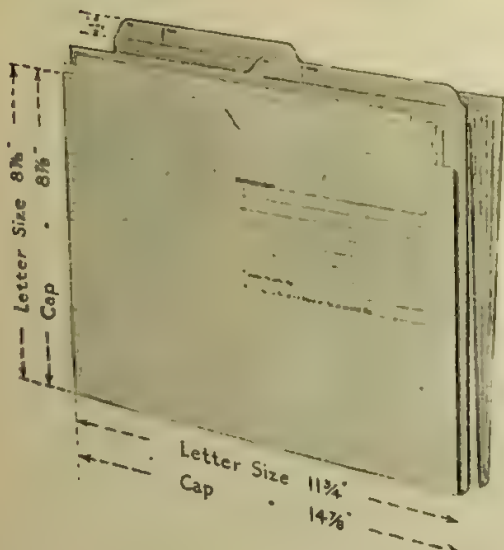
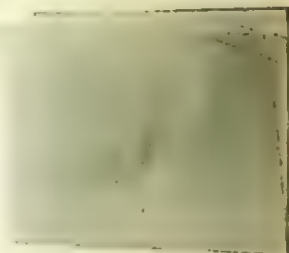
Colors: Natural Manila; Heavy weight carried in two extra colors, Blue and Salmon.

## SQUARE CUT FOLDERS.

These folders are made so that when they are folded flat one part extends  $\frac{1}{2}$  inch above the other and 1 inch when folder is loaded to capacity. This gives a tab that extends across the full width of the folder. We carry these square cut folders in Heavy Weight stock only and in two sizes, Letter and Invoice.

Heavy Weight  
Order Number

12520. Letter Size,  $9 \times 11\frac{3}{4}$ , Body Size.  
10520. Invoice Size,  $7 \times 9\frac{7}{8}$ , Body Size.



## TAB CUT FOLDERS.

**Special Folders.** These folders are printed with space for the number and name on the tab and Transfer Memo. on the outside. They are made with double tab, Half Cut, Body High. The tab extends  $\frac{1}{2}$  inch above the body. The folders are packed 100 to a box, 50 with tabs to the right and 50 with tabs to the left.

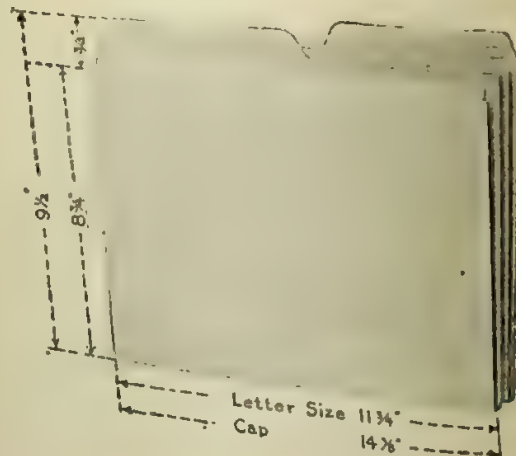
Med. Wt. No.	Hvy. Wt. No.	Ex. Hvy. Wt. No.	Size
2001	2002	2003	Letter, $11\frac{3}{4} \times 8\frac{7}{8}$ , Body.
....	2012	....	Cap, $14\frac{1}{8} \times 8\frac{7}{8}$ , Body.

## TAB CUT FOLDERS.

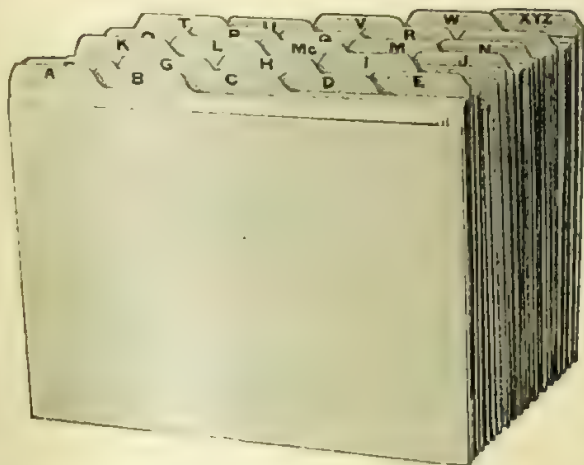
**Special Folders.** This is a single tab folder with tab printed with two lines for name and address. The folder is one-half cut. Body high. Tab extends  $\frac{3}{4}$  inch above the body. Packed 100 to a box, 50 with tabs to the right and 50 with tabs to the left.

Extra Hvy.  
No.  
973

Size  
Cap,  $14\frac{1}{8} \times 8\frac{3}{4}$ , Body.



## VERTICAL FILING FOLDERS.



### ALPHABETICAL TAB FOLDERS.

These folders are made of Heavy Weight Manila stock and are 1/5 cut, 5 positions 25 divisions A-Z. Carried in stock with printed tabs. Larger subdivisions will be furnished with pasted tabs. When larger subdivisions are desired, order them by substituting the number of divisions desired for the 25 of the stock number, thus 1252-80 for an 80 division.

These Alphabetical Folders are carried in two heights. Body High which is designed to be used with a system of Guides and Guide High with which no guides need be used.

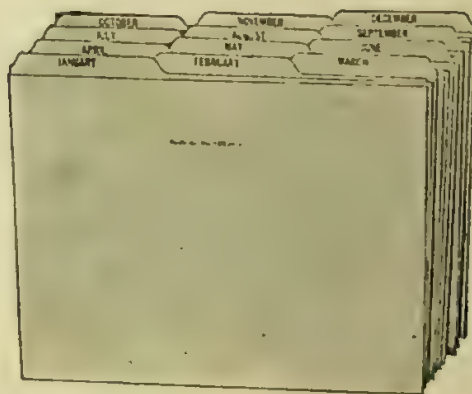
Body High No.	Guide High No.	Size
1252-25	1152-25	Letter
1552-25	1452-25	Cap

### MONTHLY TAB FOLDERS.

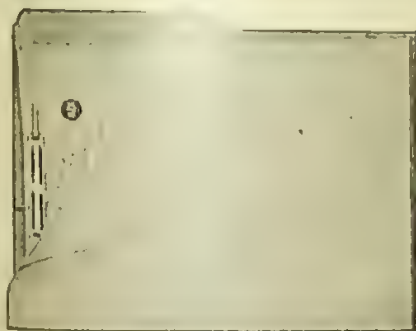
These folders are made of Heavy Weight Manila stock with the tabs printed with the names of the months. They are 1/3 cut with tabs in three positions, reading from left to right. These folders are carried in body height only.

Stock No.  
1232-12  
1532-12

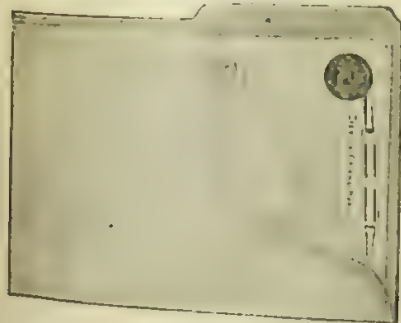
Size  
Letter  
Cap



### BINDER FOLDERS.



Binder Folder—Left Hand Position.



Binder Folder—Right Hand Position.

These folders are used when it is desired to fasten the contents of the folder securely in order to prevent loss or misplacing. Flexible brass tangs are eyeletted to the folder and the sheets are punched and placed over the tangs. A compression plate is then put over the tangs and on top of the papers, and the tangs bent down.

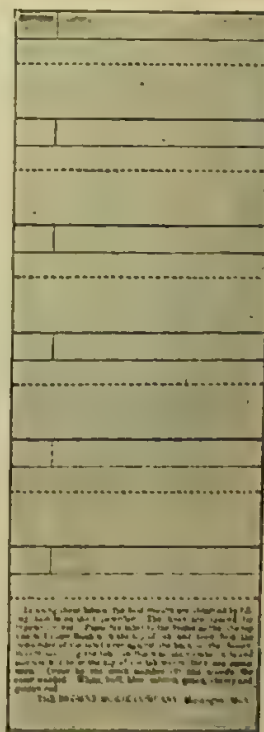
Binder Tangs can be put on any size and weight of folder, but are recommended on heavy and extra heavy weight stocks. The Binder Tangs can be placed either to the left in the folder or to the right as shown by illustrations. In ordering use regular stock number of style of folder desired, specifying "Binder Folder", specify also the position desired for Binder Tang.

### GUMMED LABELS FOR FOLDERS.

These labels are designed to make it easy to mark the tabs of folders with names, addresses, etc., and to make the tabs more easily read and more uniform in appearance. These labels are made in strips of eight and spaced for typewriter spacing. The labels are perforated so that they can be easily separated after being written. The label is pasted at the top of the folder so that the top line is flush with the top of the tab and

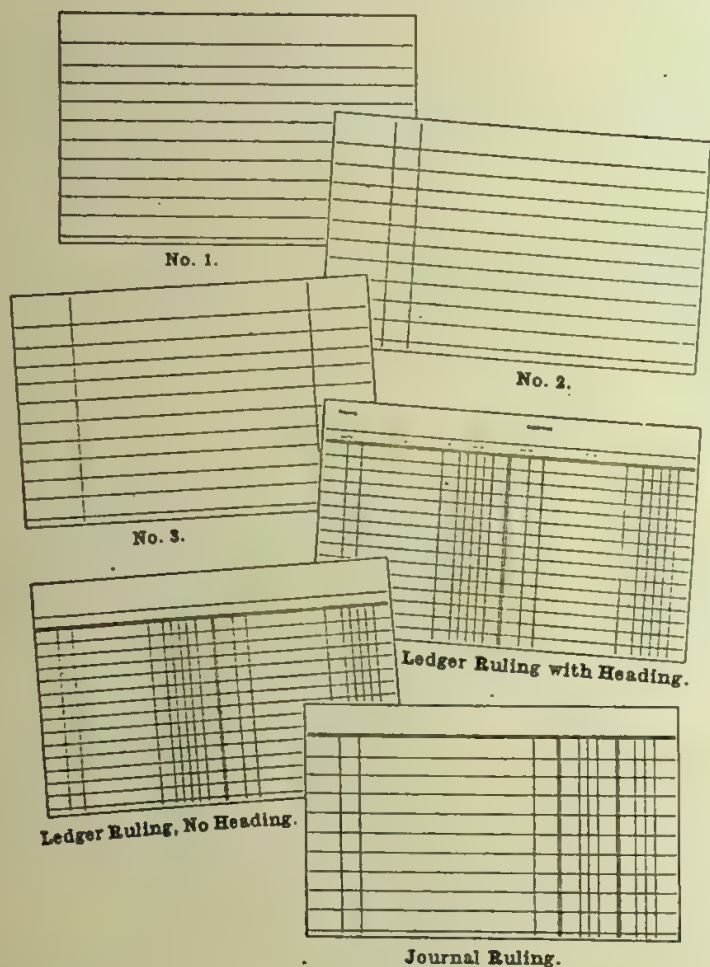
the remainder is folded over against the back of the folder, thus reinforcing the tab. These slips are carried 8 on a strip and 125 strips to a package. Colors: White, Buff, Blue, Salmon, Cherry, Green and Golden Rod.

In ordering give the stock number 7 and designate quantity of strips and the color.



Gummed Labels for Folders—8 Slips to a Strip.

## RECORD CARDS.



The requirements of serviceable record cards are that they be uniform in size, have high ink-taking and erasive qualities and that they be cut so that the edges are perfectly smooth without fray or fuzz.

The grade of card that we carry is made from a stock that is part rags and part sulphite to give good ink-taking and erasing qualities. We carry this grade in white only. Buff may be furnished on special orders. The following rulings are carried:

**No. 1. Commercial Ruling.** Upper line red, lower lines faint blue. A very popular ruling.

**No. 2. Library Ruling.** Horizontal and Vertical ruling. Same style as No. 1 with two red Vertical lines added.

**No. 3. Correspondence Ruling.** Horizontal and Vertical ruling. Two red Vertical lines ruled near each edge.

**Ledger Ruling with Printed Headings.** This card is ruled with machine ruling, cross lines faint blue, down lines red and the usual ledger headings are printed at the top. Ruled and printed both sides. Not carried in stock.

**Ledger Ruling without Printed Headings.** The ruling on this card is identical with the Ledger Card described above except that it has no printed heads. Ruled both sides.

**Journal Ruling.** This card is machine ruled with blue faint cross lines and red down lines. Ruled both sides.

**No. 24-E. Expiration Record Card.** Size 3x5. Ruling and headings printed in black on one side of the card.

**No. 24-S. Signature Card.** Size 3x5. Machine ruled and printed in black ink, one side. Cross lines are faint blue, except one just beneath the two lines near the top, which is red.

**No. 3227. Catalog Name Card.** Size 3x5. Machine ruled and printed in black ink, one side. Cross lines are faint blue, except name line which is red.

**No. 3228. Catalog Subject Card.** Size 3x5. Machine ruled and printed in black ink, one side. Cross lines are faint blue, except top line which is red.

**No. 24-I. Insurance Record Card.** Size 3x5. Printed in black ink on one side.

## BLANK AND RULED RECORD CARDS.

White and Buff, Light Weight.  
Size 3x5.

- No. 3310. Blank.
- No. 3311. Commercial Ruled.
- No. 3312. Library Ruled.
- No. 3313. Correspondence Ruled.

Size 4x6.

- No. 4310. Blank.
- No. 4311. Commercial Ruled.
- No. 4312. Library Ruled.
- No. 4313. Correspondence Ruled.

Size 5x8.

- No. 5310. Blank.
- No. 5311. Commercial Ruled.
- No. 5312. Library Ruled.
- No. 5313. Correspondence Ruled.

## STOCK CARD LEDGER AND PRINTED FORMS.

Ledger Ruled.

Without Printed Heads.

Stock Number	Size
3224	3x5
4224	4x6
5124	5x8

Journal Ruled.

3226	3x5
4226	4x6
5226	5x8

Signature Cards.

24-S	3x5
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Catalog Name Cards.

3227	3x5
------	-----

Catalog Subject Cards.

3228	3x5
------	-----

Insurance Record Cards.

24 I	3x5
24 I. E	4x6

Expiration Card.

24 E	3x5
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We are able to quote attractive mill prices on large envelope orders

## CARD GUIDES.

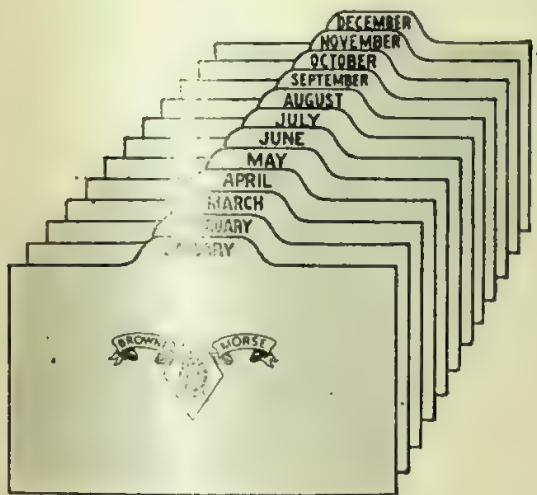
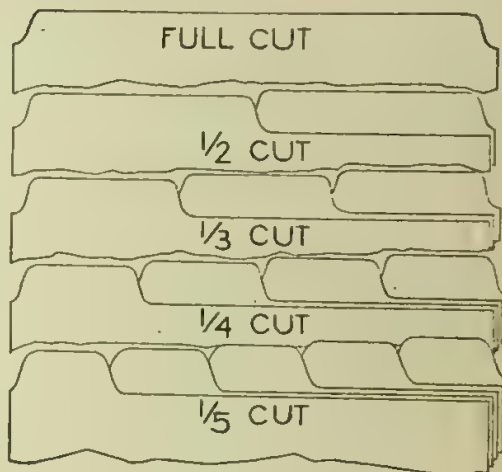
Every card system needs a competent system of guides to make the information readily available and to divide the information into groups and subdivisions best fitted to the requirements.

Card Guides are carried in the same general styles as the Vertical Filing Guides. Card guides are made in only one grade of paper stock and one weight, measuring 15 points thick.

Card Guides are carried in three colors: Buff, Blue and Salmon.

### BLANK CARD GUIDES.

Size	1/5 Cut	1/4 Cut	1/3 Cut	1/2 Cut
3x5	3450	3440	3430	3420
4x6	4450	4440	4430	4420
5x8	5450	5440	5430	5420



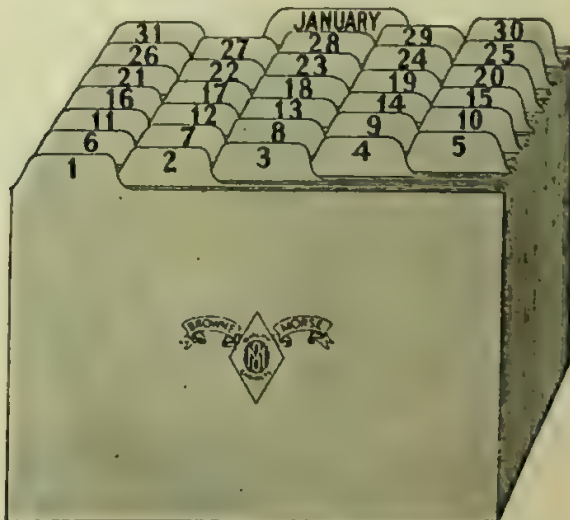
### MONTHLY GUIDES.

The guides are used for subdividing card records according to months. They are usually combined with the daily guides shown below for follow-up systems.

Monthly Guides are carried in three sizes, with tabs cut in the center position of 1/3 cut guides. Carried in Blue only.

#### Sizes and Stock Numbers of Monthly Guides.

3x5	4x6	5x8
Stock No.	Stock No.	Stock No.
343-12	443-12	543-12

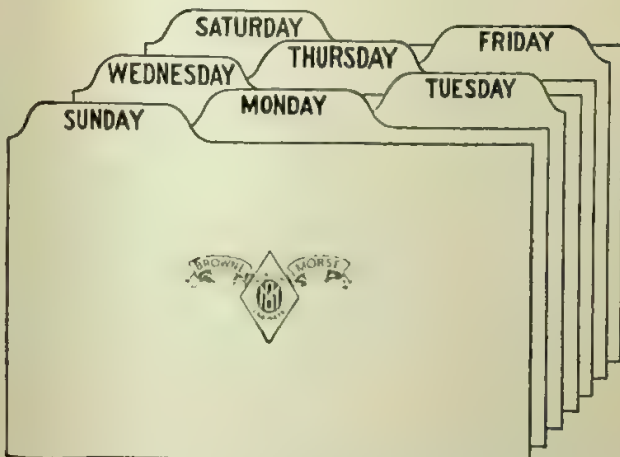


### DAILY GUIDES.

These Guides are used for subdividing card records according to the day of the month and are generally used in combination with Monthly Guides shown above. Carried in stock in three sizes. Salmon color only. Tabbed in 1/5 cut position using all five positions.

#### Sizes and Stock Numbers of Daily Guides.

3x5	4x6	5x8
Stock No.	Stock No.	Stock No.
345-31	445-31	545-31



### WEEKLY GUIDES.

These Guides are used for subdividing Card Records according to the days of the week and are used in conjunction with Monthly and Daily Guides. Carried in stock in three sizes. Blue color. All three positions of 1/3 cut are used.

#### Sizes and Stock Numbers of Weekly Guides.

3x5	4x6	5x8
Stock No.	Stock No.	Stock No.
343-7	443-7	543-7

## CARD GUIDES.

## ALPHABETICAL GUIDES.

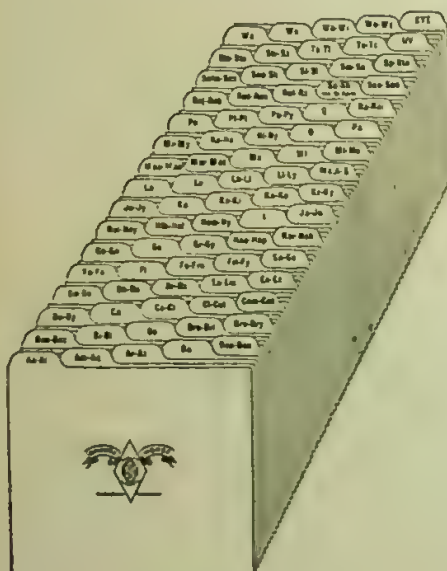
Alphabetical Guides are made in divisions and subdivisions of the alphabet, ranging from 25 to 2000. The alphabetical subdivisions have been checked and rechecked so that we know they are scientifically correct.

These guides are carried in stock in Bristol Guide stock and 20 point Pressboard, with plain tabs, celluloid tabs and metal tips.

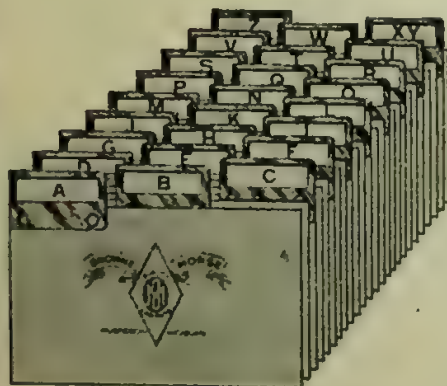
All Alphabetical Guides are 1/5 Cut, five positions and all 25, 40, 80 and 120 subdivisions are carried in Buff, Blue and Salmon and larger subdivisions in Buff only.

SIZES AND STOCK NUMBERS.  
3x5 Card Guides.

Alphabetical Guides  
25 Division A-Z



Alphabetical Guides  
80 Division



Alphabetical Guides  
Pressboard with Metal Label Holders

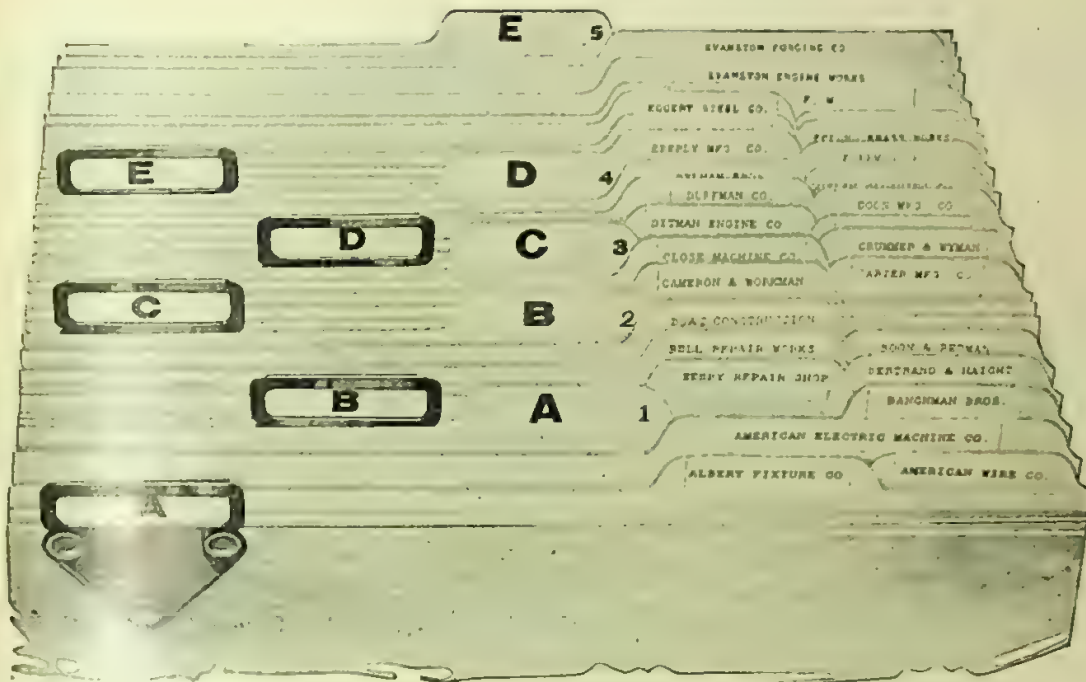
Stock Number	Description	Material
345-25.	25 Division	Bristol
325-25.	25 Division	Pressboard
3265-25.	25 Division	Pressboard, Metal Tip
345-25 C.	25 Division	Bristol, Celluloid
325-25 C.	25 Division	Pressboard, Celluloid
345-40.	40 Division	Bristol
325-40.	40 Division	Pressboard
3265-40.	40 Division	Pressboard, Metal Tip
345-40 C.	40 Division	Bristol, Celluloid
325-40 C.	40 Division	Pressboard, Celluloid
345-80.	80 Division	Bristol
325-80.	80 Division	Pressboard
3265-80.	80 Division	Pressboard, Metal Tip
345-80 C.	80 Division	Bristol, Celluloid
325-80 C.	80 Division	Pressboard, Celluloid
345-120.	120 Division	Bristol
325-120.	120 Division	Pressboard
3265-120.	120 Division	Pressboard, Metal Tip
345-120 C.	120 Division	Bristol, Celluloid
325-120 C.	120 Division	Pressboard, Celluloid
345-160.	160 Division	Bristol
325-160.	160 Division	Pressboard
3265-160.	160 Division	Pressboard, Metal Tip
345-160 C.	160 Division	Bristol, Celluloid
325-160 C.	160 Division	Pressboard, Celluloid
445-25.	25 Division	Bristol
425-25.	25 Division	Pressboard
4625-25.	25 Division	Pressboard, Metal Tip
445-25 C.	25 Division	Bristol, Celluloid
425-25 C.	25 Division	Pressboard, Celluloid
445-40.	40 Division	Bristol
425-40.	40 Division	Pressboard
4625-40.	40 Division	Pressboard, Metal Tip
445-40 C.	40 Division	Bristol, Celluloid
425-40 C.	40 Division	Pressboard, Celluloid
445-80.	80 Division	Bristol
425-80.	80 Division	Pressboard
4625-80.	80 Division	Pressboard, Metal Tip
445-80 C.	80 Division	Bristol, Celluloid
425-80 C.	80 Division	Pressboard, Celluloid
445-120.	120 Division	Bristol
425-120.	120 Division	Pressboard
4625-120.	120 Division	Pressboard, Metal Tip
445-120 C.	120 Division	Bristol, Celluloid
425-120 C.	120 Division	Pressboard, Celluloid
445-160.	160 Division	Bristol
425-160.	160 Division	Pressboard
4625-160.	160 Division	Pressboard, Metal Tip
445-160 C.	160 Division	Bristol, Celluloid
425-160 C.	160 Division	Pressboard, Celluloid

## 4x6 Card Guides.

## 5x8 Card Guides.

Stock Number	Description	Material
545-25.	25 Division	Bristol
525-25.	25 Division	Pressboard
5265-25.	25 Division	Pressboard, Metal Tip
545-25 C.	25 Division	Bristol, Celluloid
525-25 C.	25 Division	Pressboard, Celluloid
545-40.	40 Division	Bristol
525-40.	40 Division	Pressboard
5265-40.	40 Division	Pressboard, Metal Tip
545-40 C.	40 Division	Bristol, Celluloid
525-40 C.	40 Division	Pressboard, Celluloid
545-80.	80 Division	Bristol
525-80.	80 Division	Pressboard
5265-80.	80 Division	Pressboard, Metal Tip
545-80 C.	80 Division	Bristol, Celluloid
525-80 C.	80 Division	Pressboard, Celluloid
545-120.	120 Division	Bristol
525-120.	120 Division	Pressboard
5265-120.	120 Division	Pressboard, Metal Tip
545-120 C.	120 Division	Bristol, Celluloid
525-120 C.	120 Division	Pressboard, Celluloid
545-160.	160 Division	Bristol
525-160.	160 Division	Pressboard
5265-160.	160 Division	Pressboard, Metal Tip
545-160 C.	160 Division	Bristol, Celluloid
525-160 C.	160 Division	Pressboard, Celluloid

## SHAW-WALKER IDEAL INDEX.



The Ideal Index "almost hands you the letter". Even the new file clerk without special education can find a letter. The arrangement of guide and folder tabs makes reference much easier and quicker.

The alphabetic guides have their tabs in first and second positions only, leaving the right of the drawer free for folder tabs. Each active correspondent is given a separate folder; for example: Albert Fixture Company, American Wire Company, etc. The correspondence of miscellaneous firms who write only one or two letters is grouped in the blue folder (there being one of these blue folders for each guide).

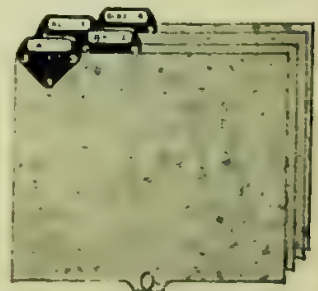
You will observe that the guide tabs are in the first two positions at the left. The miscellaneous folder tabs are in the center position, and the individual folder tabs are at the right. Simple and direct. Suitable for large and small offices. Quickly installed.

**Guides.** Furnished in alphabetic divisions of 25, 50, 75, 100, 150, 200, etc., up to 4,000 division. Allow about 50 divisions to each drawer—that is to say, a four-drawer file should usually have a 200 division.

Your choice of 882B or 882 styles. The 882 Guides are Pressboard Guides printed alphabetically same as the 882B but without the metal reinforcement. We recommend the 882B, because the metal tabs are practically everlasting, and also because the index slips are easily removable. Thus if you later want different indexing, or require a larger division, you have no guides to discard.

**Miscellaneous Folders.** Blue, high tab, center position. One for each guide, printed with the same indexing. Order the same alphabetic division as the guides.

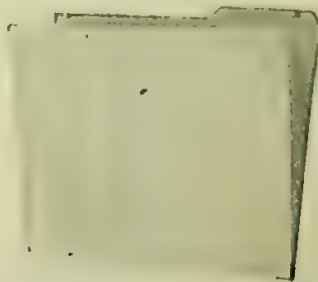
**Individual Folder.** Your choice of No. 856 or No. 8563.



No. 882B Guides.



No. 856 Individual Folders.



No. 8563 Individual Folder.  
(Choice of this or No. 856 folder)



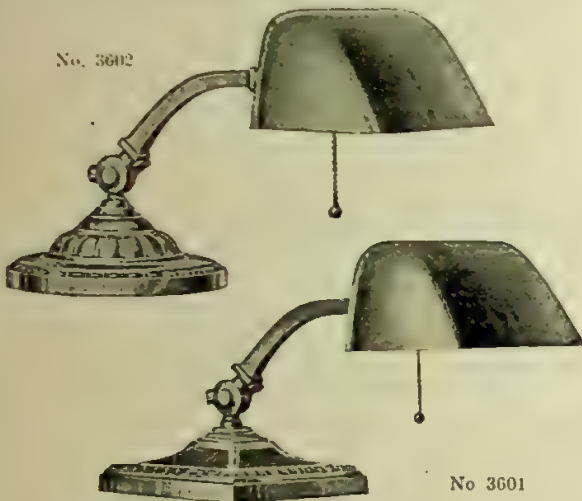
No. 866 Miscellaneous Folders.

## AMRONLITE PORTABLE ELECTRIC LAMPS.

Every genuine Amronlite Lamp is fitted with the patented slip-on Amronlite shade. This shade can be easily detached without tools of any kind for cleaning or other purposes.

The shade is beautiful, sturdy and very practical but is only one of the many refinements to be found in Amronlite Lamps.

No. 3602



No 3601

**No. 3602. Fancy Solid Brass Portable.** This is a swing portable, suitable for roll top desk. Adjustable and detachable green glass shade with white-opal surface inside. Lamp extends 10 inches. Base  $7\frac{1}{4}$  ft. diameter. Heavy and felt covered. For 25 to 75 watt lamp. Wired with 6 ft. silk cord, pull chain socket and plug. Carried in Satin Brass with Black Relief and in Statuary Bronze.

**No. 3601. Fancy Square Portable.** An artistic swing portable lamp for the roll top desk. With vertical adjustment. Adjustable and detachable green glass shade with white-opal surface inside. Lamp extends 10 inches. Base 7 inches square, weighted and felt covered. For 25 to 75 watt lamp. Wired with 6 ft. silk cord, pull chain socket and plug. Carried in Satin Brass with Black Relief and in Statuary Bronze.

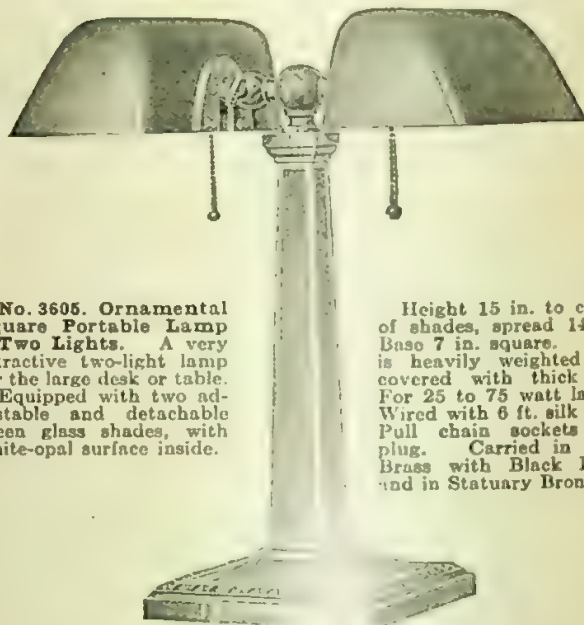
**No. 3607. Fancy Round Metal Portable.** An admirable lamp for any flat top desk or table. Adjustable and detachable green glass shade with white opal surface inside. Height

15 in. to center of shade, Base  $7\frac{1}{2}$  in. diameter, heavily weighted and covered. For 25 to 75 watt lamp. Wired with 8 ft. silk cord, pull chain socket and plug. Carried in Satin Brass with Black Relief and in Statuary Bronze.



**No. 3603. Ornamental Square Metal Portable.** A very attractive lamp for the flat top desk or table. Adjustable and detachable green glass shade with opal-white surface inside. Height 15 in. to center of shade, Base 7 in. square heavily weighted and felt covered. For 25 to 75 watt lamp. Wired with 6 ft. silk cord, pull chain socket and plug. Carried in Satin Brass with Black Relief and in Statuary Bronze.

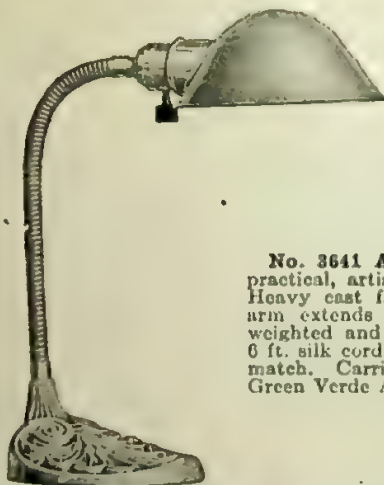
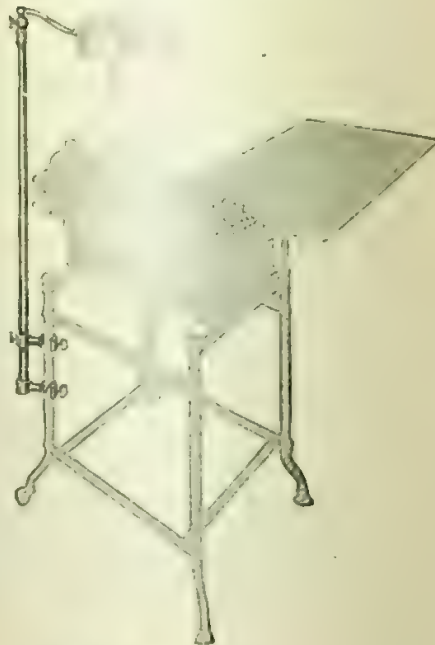
**No. 3605. Ornamental Square Portable Lamp—Two Lights.** A very attractive two-light lamp for the large desk or table. Equipped with two adjustable and detachable green glass shades, with white-opal surface inside.



Height 15 in. to center of shades, spread 14 in.; Base 7 in. square. Base is heavily weighted and covered with thick felt. For 25 to 75 watt lamps. Wired with 6 ft. silk cord. Pull chain sockets and plug. Carried in Satin Brass with Black Relief and in Statuary Bronze.

**No. 3628. Book-keeper's Lamp.** Designed especially for Adding and Book-keeping Machines. Swing bracket, vertical adjustment. Adjustable and detachable green glass shade with white-opal surface inside. Height, 31 in., shade arm 8 in. Iron pipe stem with  $2\frac{1}{2}$  in. steel attaching arm. For 25 to 75 watt lamp. Wired with 9 ft. silk cord, pull chain socket and plug. Satin Brass with Black Enameled Pipe.

**No. 3628 A.** Same as above, but with 8 in. steel attaching arm.



**No. 3641 Adjustable Portable.** A practical, artistic portable for the office. Heavy cast fancy base, 12 in.; flexible arm extends 18 in. Base is heavily weighted and felt covered. Wired with 6 ft. silk cord, socket, plug and shade to match. Carried in Statuary Bronze and Green Verde Antique.

## Steel Office Furniture

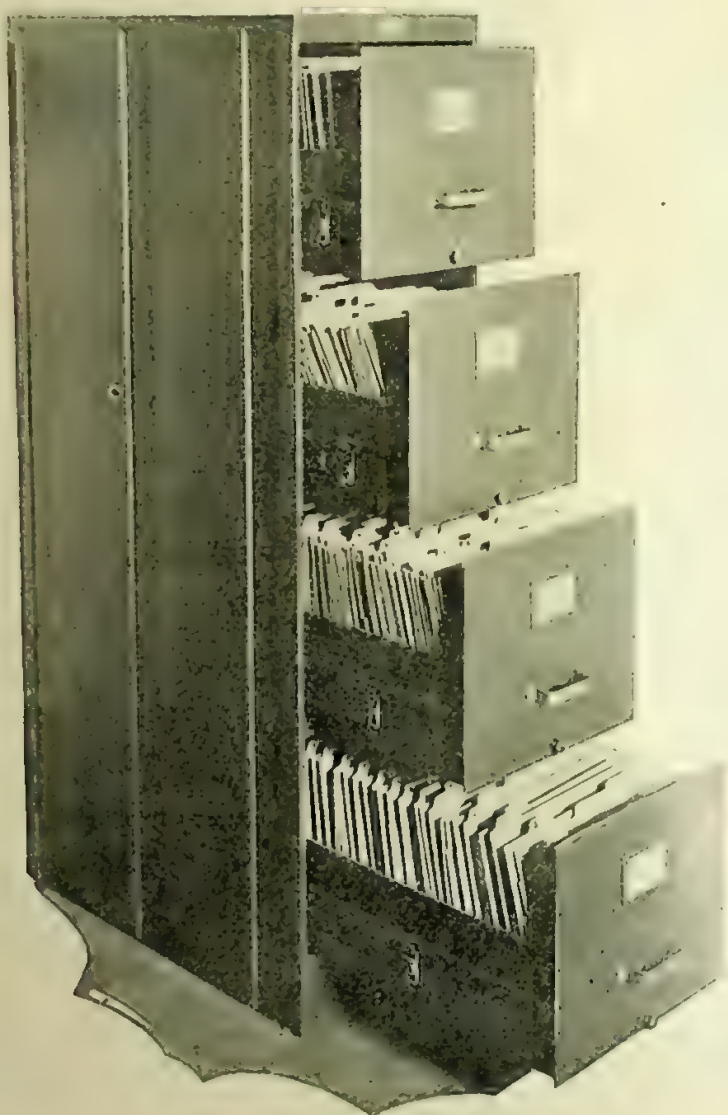
The demand for Office Furniture that would maintain its original beauty and serviceability indefinitely has resulted in the use of steel for office furniture of all kinds.

The great advantages of steel over wood for this purpose can be easily recognized. Nowhere in steel furniture is there any glue or even solder used. There is no dovetailing, no joint depending on friction, nothing to shrink or warp. Everywhere pieces are united by electric welding, so that they become an actual unit. Everything is firm and rigid, unchangeable by temperature or weather conditions.

Because of the nature of steel furniture and the material used, it offers no fuel to flames and will not, consequently, contribute to the severity of a fire, and it gives fire protection to its contents to a considerable degree. We do not mean to say that the protection is perfect, for steel filing cabinets can never replace Safes, but the ordinary protection is much greater than is the case with wood furniture. We have numerous records in which the contents of Steel Cabinets have been remarkably well preserved from severe fires.

We are showing in this catalog Steel Filing Equipment, Steel Lockers, Steel Safes and Steel Desks and the lines shown have been selected because of their ability to stand all tests of use and stability. It is impossible for us to show every unit, every cabinet and every style of desk and locker we carry, but we are showing the most popular items. If you have a need that is not met by what is shown in this catalog, write fully to us and we will send you full information.

## ALLSTEEL "500" LINE CABINETS.



This Dreadnaught Cabinet, as it is called, is the most rigid and durable steel file for anywhere near its price. This file is built to stand rough usage and long wear. It is built of steel and is welded together as though formed of a solid block. This, with the reinforcements, gives structural strength much greater than it will be called for in many years of use. These files are made in three sizes—Letter, Cap and Bill as specified below. They are finished in a beautiful shade of Green, giving the appearance of a file selling at twice its price. Drawers roll in patented frictionless bearings, practically the same as used in the finest grade of G. F. Allsteel Files.

This file is designed especially for use in the factory. It is a splendid file, with only a little less capacity, strength and finished appearance than the higher priced cabinets. It is designed to be used in battery formation and is not recommended for the office where the maximum in appearance is desired. The sides of the cabinet are finished as shown by the illustration, but end panels can be secured for constructing flush sides. These end panels will give the file all of the appearance of the higher priced files and can be added in five minutes and at a very small cost. The end panels are optional and, if wanted, should be specified by number.

**504 VL. Four-drawer Letter File.****504 VLL. Same File with Lock.**

Case Outside		
Width	Height	Depth
14 $\frac{1}{2}$ "	52 $\frac{3}{4}$ "	25"
Drawer Inside, clear		
12 $\frac{1}{4}$ "	10 $\frac{1}{4}$ "	22 $\frac{1}{4}$ "

**504 VC. Four-drawer Cap File.****504 VCL. Same File with Lock.**

Case Outside		
Width	Height	Depth
17 $\frac{1}{2}$ "	52 $\frac{3}{4}$ "	25"
Case Inside, clear		
15 $\frac{1}{4}$ "	10 $\frac{1}{4}$ "	22 $\frac{1}{4}$ "

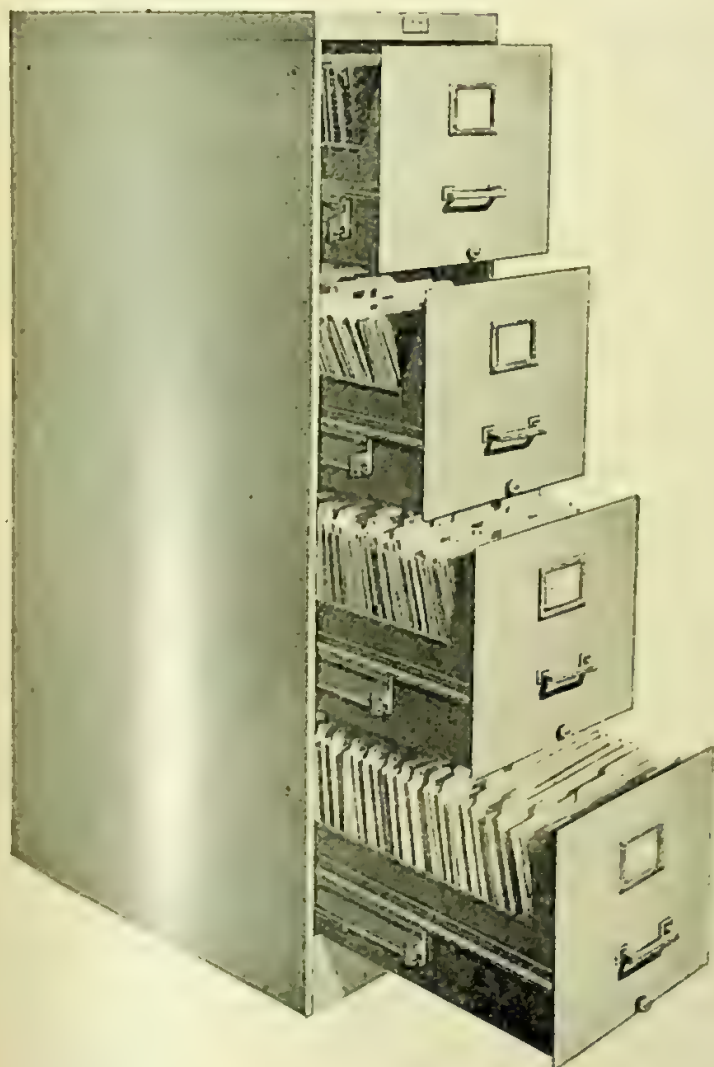
**505 VB. Five-drawer Bill File.****505 VBL. Same File with Lock.**

Case Outside		
Width	Height	Depth
11 $\frac{1}{2}$ "	52 $\frac{3}{4}$ "	25"
Drawer Inside, clear		
10 $\frac{1}{4}$ "	8 $\frac{1}{2}$ "	22 $\frac{1}{4}$ "

THIS "DREADNAUGHT" CABINET FINISHED IN GREEN AND MAHOGANY.

Are your records protected from fire?—If not, you need an Allsteel Safe

## ALLSTEEL "700" LINE VERTICAL FILE.



The essential points of filing economy are combined in the new 700 Line Vertical file.

**Capacity**—How much actual filing space does the file have? This is a good question to ask yourself before buying a file. The 700 line offers five to ten per cent. more filing room than any other file, room for 2,000 additional letters.

**Endurance**—A filing cabinet when packed with correspondence carries a heavy load. The 700 Line has the structural strength to stand up under hard usage, giving 100 per cent. service and satisfaction.

**Convenience**—Drawers operate smoothly and quietly; they remain in a horizontal position when fully extended, giving access to and vision of the contents; compressors act freely.

**Appearance**—A business man cannot afford to discount the importance of good appearance in office equipment. A neat appearing office has a psychological effect on the personnel that cannot be compensated for in the money you may save by buying inferior filing equipment. Finished in olive green or mahogany baked on enamel, this Allsteel file is good to look at and always keeps its new, spick and span appearance. Its lines are clean-cut and handsome.

#### Sizes and Dimensions.

No.	Size	No. Drawers	Case Outside			Drawers Inside Clear		
			Width, Inches	Height, Inches	Depth, Inches	Width, Inches	Height, Inches	Depth, Inches
704 VL	Letter	4	14 $\frac{5}{16}$	52 $\frac{5}{8}$	28	12 $\frac{1}{4}$	10 $\frac{1}{4}$	25 $\frac{1}{2}$
704 VC	Cap	4	17 $\frac{5}{16}$	52 $\frac{5}{8}$	28	15 $\frac{1}{4}$	10 $\frac{1}{4}$	25 $\frac{1}{2}$
705 VB	Bill	5	12 $\frac{3}{8}$	52 $\frac{5}{8}$	28	10 $\frac{1}{16}$	8 $\frac{1}{4}$	25 $\frac{1}{2}$

FINISHED IN OLIVE GREEN OR MAHOGANY, WITH AND WITHOUT GENERAL LOCK.

## ALLSTEEL VERTICAL FILES.

No. 104 VL.  
Four-drawer Letter File.No. 104 VL.  
Same with Lock.

Case Outside.

Wide  
13.94"High  
52 3/4"Deep  
25"Drawers Inside, Clear.  
10 1/2"

23 1/4"

Wide  
17.19"

15 1/4"

No. 104 VC.  
Four-drawer Cap File.No. 104 VCL.  
Same File with Lock.

Case Outside.

High  
52 3/4"Deep  
25"Drawers Inside, Clear.  
10 1/2"

23 5/8"

Wide  
11.82"

9 7/8"

No. 105 VB.  
Five-drawer Bill File.No. 105 VBL.  
Same File with Lock.

Case Outside.

High  
52 3/4"Deep  
25"Drawers Inside, Clear.  
8 1/2"

23 1/4"

These Four-drawer Files may be taken as typical of the Vertical line. In Green or Mahogany, with or without a lock, they are a credit to any office. The smooth joints and baked enamel coats give them a beautiful appearance. Their capacity, considering the floor space occupied, is greater than any other file.

The progressive roller suspension insures an easy running drawer and the follower block is moved easily when desired.

While no steel file is fire-proof, these files give an unusual amount of protection from fire, or water, because they are welded together throughout.

These Files are very strong and durable. Absolute rigidity guarantees that the drawers will not sag or the case collapse after years of operation.

No. 104 VC., No. 105 VB. shown differ from the 104 VL. only in dimensions. The Cap File, Letter File and Correspondence File may have any drawer equipped with the inserts shown below. This can be done, either in your office or at the factory.

Any Vertical File may be equipped with individual locks for any separate drawer, or a general lock operating all drawers.

## SOLVING THE UNUSUAL PROBLEM.

In the great majority of cases it has been found that the various needs of different institutions can be supplied by assembling in combination such stock equipment as is illustrated in this catalog.

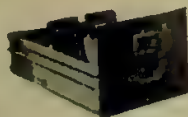
However, there are exceptions. Banks, Court Houses, Libraries, Public Institutions and certain private organizations, occasionally have some problem that calls for special equipment.

For these exceptional cases, the General Fireproofing Company is well equipped to plan and build the necessary installation. A corps of competent engineers and draftsmen, backed by a factory which has been building this type of work, is at your disposal.

Usually the stock equipment is preferable. It saves time and money. Where it is not, we will build any special equipment desired. Even in these cases, because of the wide range of our stock, it is possible to utilize numbers of parts, such as suspensions and drawers, and even entire units. This keeps the cost down to a surprising extent.

## INSERTS.

By removing the regular compressor and inserting partitions, false bottoms and compressors any or all drawers of files shown above may be divided into two or three compartments. Bill file may be divided into two compartment drawers.



Two-compartment Insert.



Three-compartment Insert.

THESE UNITS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

Let us help you with your filing problems—This service is free

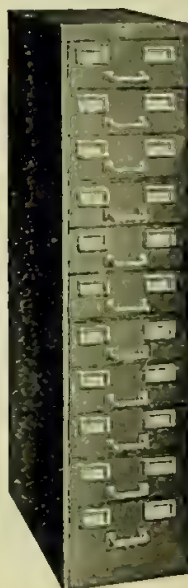
## ALLSTEEL VERTICAL FILES.



**No. 103 LS.**  
Ledger Sheet File.  
Wide 14 1/4" High 52" Deep 25"  
Drawers Inside, Clear.  
Wide 12 1/4" High 14 1/4" Deep 23 3/4"



**No. 103 VO.**  
Three-drawer Oversize Vertical.  
**No. 103 VOL.**  
Same File with Lock.  
Wide 20 1/8" High 52 1/4" Deep 25"  
Drawers Inside, Clear.  
Wide 18 2/8" High 14 1/4" Deep 23 3/4"



**No. 111-53 CI.**  
Eleven-drawer Card Index for 5"x3" Cards.  
**No. 111-53 CIL.**  
Same File with Lock.  
Case Outside.  
Wide 12.97" High 52 1/4" Deep 25"  
Compartments Inside.  
Wide 5 1/4" High 3 1/4" Deep 23 1/4"  
Capacity: About 45,000 Cards with Guides.



**No. 108-64 CI.**  
Eight-drawer Card Index for 6"x4" Cards.  
**No. 108-64 CIL.**  
Same File with Lock.  
Case Outside.  
Wide 14.44" High 52 1/4" Deep 25"  
Compartments Inside.  
Wide 6 1/4" High 4 1/4" Deep 23"  
Capacity: About 30,000 Cards with Guides.

**No. 103 LS.** This Unit is made especially for filing Ledger Sheets and will accommodate a sheet up to 12x14 inches. The use of machines for keeping books has made files such as these a necessity for the care and preservation of transferred accounts. This File will give the protection against fire, vermin and water that is necessary.

**No. 103 VO.** This Section is designed for large catalogs, oversize papers and photographic prints. It is identical in construction with Letter Files.

One or more Units, such as this, are necessary wherever catalogs, literature or similar printed matter must be assembled and preserved.

**No. 111-53 CI.** This Unit contains 11 Double Drawers for 5x3 Cards, or it can be equipped with Drawers, No. 111-23 CI., as illustrated below.

These are quadruple drawers made for 2 1/4 x 3 Insurance Cards.

**No. 108-64 CI.** This Unit contains 8 Double Drawers for 6x4 Cards and can be furnished with or without Lock.

These Card Index Units are especially adapted for businesses, such as Mail Order houses requiring the filing of a great number of Cards. The Card Index Units are ordinarily furnished without rods. Rods may be had at a slight additional cost.

### SOME INTERESTING FACTS REGARDING STEEL VERTICAL FILES.

Only high-grade, Open-Hearth sheets, which are readily bent, seamed or double seamed without fracture, are used in this line.

In the manufacture of the piece parts, the sheets are cut accurately to the proper size by the square shear method. This gives a square edge and absolute uniformity. The parts are then formed and seamed by specialties, in various forming and bending machines, which vary in size from the smallest presses to those capable of striking a twenty-ton blow.

Certain pieces like suspension channels are cold drawn. A strip of steel is passed thru a series of idle rolls, each set changing the shape slightly. This results in a very strong channel, much stronger than a formed-up shape.

The component parts of an Allsteel File are assembled by welding. Flat joints are electrically welded. Corner joints are oxy-acetylene welded and some metal is added. The surfaces are then polished smooth. Welding results in a strong case with no rivets or bolts to loosen. After the cases are assembled by these welding processes they are ready for paint and finishing.

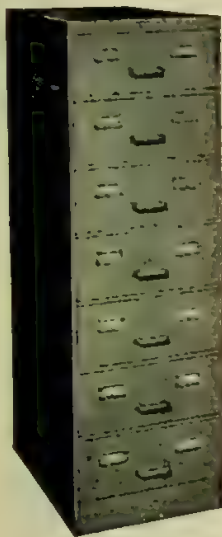
### Insert Drawer for Substituting in any Card Index Units.



**No. 111-23 CI.**  
Eleven-drawer Card Index for 2 1/4"x3" Insurance Cards.  
**No. 111-23 CIL.**  
Same with Lock.  
Case Outside  
Wide 12.97" High 52 1/4" Deep 25"  
Compartments Inside  
Wide 2 1/4" High 3 1/4" Deep 23"

THESE UNITS FURNISHED IN OLIVE GREEN, MAHOGANY AND OAK.

## ALLSTEEL VERTICAL FILES.



No. 107-85 CI.

No. 107-85 CIL.

Same File with Lock.

Case Outside.		
Wide	High	Deep
18.44"	52 1/2"	25"
Compartments Inside.		
Wide	High	Deep
8 1/4"	5 1/4"	23"

No. 107-85 CI. This is a seven-drawer Card Index File for 8x5 Cards. It has a large capacity and is designed especially for Card Record Systems of large business concerns. It is ordinarily furnished without rods, but these may be put in at a slight additional cost. The capacity of this File is about 32,000 Cards with Guides.

No. 108 CF. This Unit is designed especially for Filing Cancelled Checks. It contains eight drawers equipped with rods for the Check Guides. Cancelled Checks are valuable Documents which should be carefully filed in a file such as this. It gives the protection that is necessary.

Check File Guides for use in this unit can be found in another part of this catalog.

No. 101 PO. This is a Cupboard Section without door. It may be fitted with plain, roller or coat hook shelves, as illustrated on this page.

Please specify the type and number of shelves wanted, as they are furnished at an extra cost. The shelves may be adjusted at 1 1/2-inch intervals, so as to take care of almost any requirements.

A unit such as this is a great convenience in any office and should be made a part of any filing system.

No. 101 CS. This is a Cupboard Section with door and lock. It can be fitted with plain, roller or coat hook shelves, as illustrated on this page.

Please specify the type and number of shelves desired, as shelves are extra. The shelves can be adjusted at 1 1/2-inch intervals, in order to take care of almost any requirement.

This unit is convenient and should be used in every office. The door affords the protection and privacy that is often needed. No filing system is complete without a Cupboard Section.

## BASES FOR VERTICAL FILES.

It is often desirable to put Vertical Files on leg bases and these are provided for all types of Upright and Counter Height Units.

The leg base generally furnished is either an intermediate, used where files are in battery, or an end unit. Two are required for one file; three for two files, etc. This leg base is easily put on or removed. It is 5 inches in height.



No. 108 CF.

Eight-drawer Check File.

No. 108 CFL.

Same File with Lock.

Case Outside.		
Wide	High	Deep
11.81"	52 1/2"	25"
Drawers Inside, clear.		
Wide	High	Deep
9 3/4"	4 1/4"	23"



No. 101 PO.

Open Storage Section.

Case Outside.		
Wide	High	Deep
21.50"	52 1/2"	25"
Case Inside.		
Wide	High	Deep
20 1/4"	47 1/8"	23 1/2"



No. 101 CS.

Cupboard Section.

Case Outside.		
Wide	High	Deep
21.50"	52 1/2"	25"
Case Inside.		
Wide	High	Deep
20 1/4"	47 1/8"	23 1/2"

## ROLLER BASE.

Roller Bases are made for every file, except the Cupboard Sections. These roller bases transform an ordinary file into a movable section that can be moved into the vault at night or moved where it is most convenient during the day. These roller bases are furnished in black only. They are equipped with four noiseless, ball-bearing rollers and increase the height of a unit by 2 1/2 inches.

## LOCKS.

All verticals can be furnished with general locks. This lock opens automatically when set and locks all drawers. The keyhole is located in a push button and pushing this button in locks all drawers. The lock is operative whether or not all drawers are closed and drawers held out lock when closed. The key is required to release the lock.

## Types of Shelves for Cupboard Sections.



No. 101 RS.  
Roller Shelf for Cupboard  
Section.



No. 101 PS.  
Plain Shelf for Cupboard  
Section.



No. 101 PSH.  
Plain Shelf with Double-pronged  
Coat Hooks Attached.

THESE UNITS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

## ALLSTEEL COUNTER HEIGHT FILES.



The illustration brings out strikingly the advantages of the Counter Height Case.

Stacked in battery formation, the battleship linoleum top is an ideal working surface, smooth, durable and easily cleaned.

In libraries, public service corporations, court houses and many private businesses where a counter is necessary, the combining of the files and counter saves much space. With grille work, the counter height case is ideal for banks.

The height, forty-two inches, or counter height, does not shut off light and allows free observation of an entire office. For this reason, it is a popular case in many offices where no counter is necessary.

The depth, thirty inches, gives almost as much filing space in three drawers as a four-drawer file.

The various sections are finished in green or mahogany with bronze trim, and bronze binding strips on the front and back.

Leg Bases may be used if desired.



**No. 903 VL.**  
Three-drawer Letter File.  
Case Outside.  
Wide 13.94" High 42" Deep 30"  
Drawers Inside, Clear.  
Wide 12" High 10 1/4" Deep 28 3/4"  
**No. 903 VLL.**  
Same File with Lock.  
**No. 903 VLS.**  
Letter File with Steel Top.  
**No. 903 VLLS.**  
Same File with Lock.

## LETTER AND CAP COUNTER HEIGHT FILES.

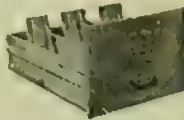
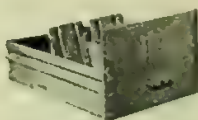
The two files shown are identical in construction with the Vertical Files described on previous pages. They have the same patented roller suspension, made of heavy cold drawn steel. The suspension rollers are made of especially hardened steel. Their construction makes them unusually rigid and capable of holding the load of full capacity without sagging or binding. They are equipped with easily operated follower blocks.

Flat or paracentric key locks may be installed in individual drawers or a general lock operating all drawers. Instead of the linoleum top, a steel top may be substituted.

These files are equal to the four-drawer file in appearance, strength, ease of operation, and have only slightly less capacity.

## INSERTS.

By removing the regular compressor and inserting partitions, false bottoms and compressors, any or all drawers of either file may be divided into two or three compartments. Bill files may be divided into two compartment drawers.



**No. 903 VC.**  
Three-drawer Cap File.  
Case Outside.  
Wide 17.19" High 42" Deep 30"  
Drawers Inside.  
Wide 15 1/4" High 10 1/4" Deep 28 3/4"  
**No. 903 VCL.**  
Same File with Lock.  
**No. 903 VCS.**  
Cap File with Steel Top.  
**No. 903 VCLS.**  
Same File with Lock.

COUNTER HEIGHTS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

## ALLSTEEL COUNTER HEIGHT FILES.



No. 908-53 CI.  
Eight-drawer Card Index  
for 5x3 Cards.

Case Outside.		
Wide	High	Deep
12.97"	42"	30"
Drawers Inside.		
Wide	High	Deep
5 1/2"	3 1/2"	28"

No. 908-53 CI. This section is designed for 5x3 Cards. It contains eight drawers, divided into two compartments each. By using a special insert, this file can be equipped with a four compartment drawer for 2 1/4 x 3 Insurance Cards.

These Card Index Files have Linoleum top and are trimmed in Bronze, the same as the other Counter Height.

Drawers operate on progressive roller suspensions and have easy operating compressors.

Leg Bases, similar to those furnished for verticals, can be used.

In addition to this file and made in a similar style are Card Index Files for 6x4 and 8x5 Cards, as follows:

No. 906-64 CI. Six-drawer Card Index for 6x4 Cards. Two compartments in each drawer. Case outside 14.44 inches wide, 42 inches high, 30 inches deep. Drawers inside, 6 1/2 inches wide, 4 1/2 inches high, 28 inches deep. This section equipped with lock is known as 906-64 CIL. Equipped with steel top, No. 906-64 CIS. Equipped with steel top and lock, 906-64 CILS.

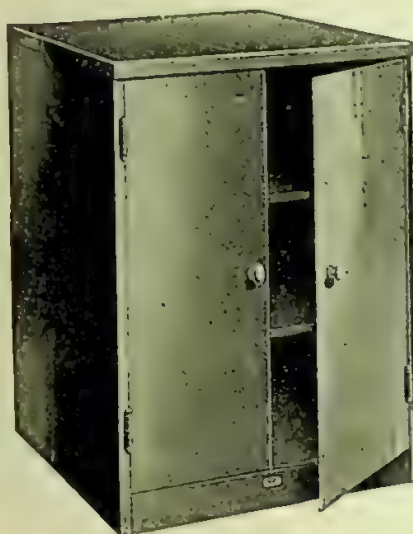
No. 905-85 CI. Five-drawer Card Index for 8x5 Cards. Two compartments in each drawer. Case outside 18.44 inches wide, 42 inches high, 30 inches deep. Drawers inside, 8 1/2 inches wide, 5 1/2 inches high, 28 inches deep.

No. 900 DPOC. Is a section equipped with roller shelves for storing Maps, Large Charts, Blue Prints or similar articles. This case is made with roller curtain, which makes it dust-proof and furnishes full protection to its contents.

The shelves are adjustable at 1 1/2-inch intervals. If shelves are desired, they can be furnished for this section.

Please specify the number and kind of shelves desired, as they are extra.

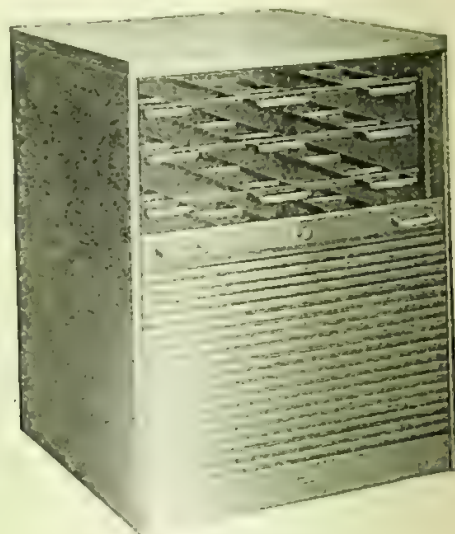
If roller shelves are desired, they can be specified by ordering No. 900 DRS. If plain shelves are desired, they can be specified by ordering No. 900 DPS.



No. 900 AC

Corner Cupboard Section.

Case Outside.		
Wide	High	Deep
30.25"	42"	30"
Case Inside, Clear.		
27 1/4"	36 1/4"	28 1/4"



No. 900 DPOC.

Map Case with Roller Curtain.

Case Outside.		
Wide	High	Deep
32.125"	42"	30"
Case Inside, Clear.		
30 3/4"	34 1/4"	27 1/4"

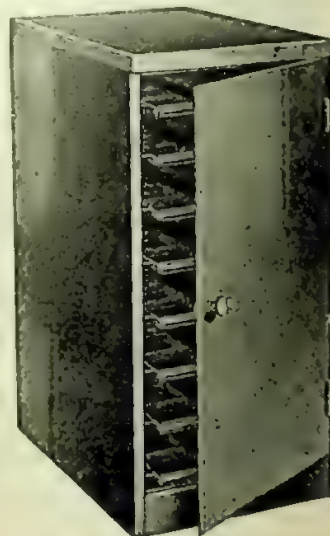
No. 900AC. Is a Cupboard Section designed for a corner unit in counter height batteries. Counters are arranged in "L" shape with drawers facing on the outside of the "L". This unit is used at the corner. It can also be used in straight-run batteries. One pair of 1/4-inch fillers furnished, as top projects 1/4-inch on all four sides. One extra pair of fillers is needed in straight-runs.

These sections can be equipped with shelves and the shelves are adjustable at 1 1/2-inch intervals. If plain shelves are desired, they can be ordered by specifying No. 900 ACPS. The shelves are extra. On this section, only the side binding strips are bronze.

No. 901 C. This section is one-half the size of the Cupboard Section described above. It can be equipped with either roller shelves or plain shelves. The shelves are adjustable at 1 1/2-inch intervals.

Please specify type and number of shelves, as they are extra. Roller shelves can be specified as No. 101 RS. Plain shelves as No. 101 PS.

These Cupboard Sections should be made a part of any Counter Height Battery. There are always articles to be kept in a file, which cannot be filed in any of the vertical filing equipment. This Cupboard Section provides the necessary filing room for such articles.



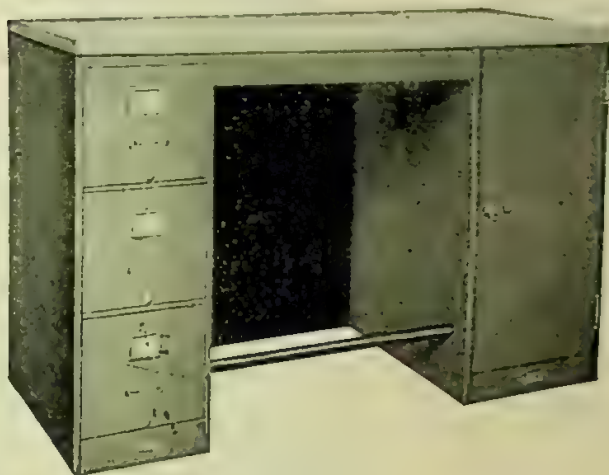
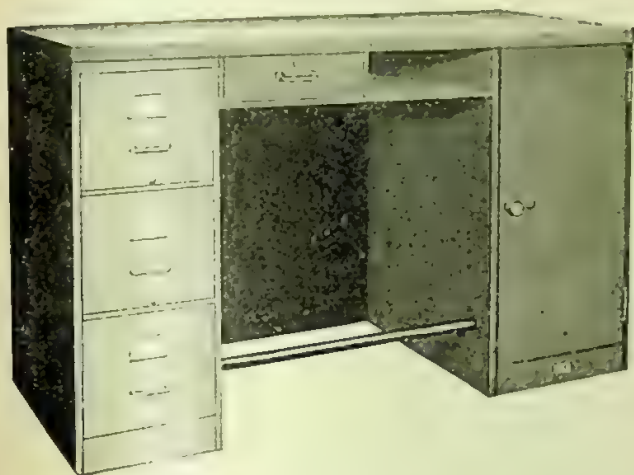
No. 901 C.  
Cupboard Unit with Door.

Case Outside.		
Wide	High	Deep
19.75"	42"	30"
Inside Clear.		
Wide	High	Deep
17 1/4"	36 1/4"	28 1/4"

COUNTER HEIGHTS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

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## ALLSTEEL COUNTER HEIGHT FILES.



KNEE SPACE SECTIONS.

The following parts go to make up the Knee Space Section: Different combinations of these units may be used.

- 901 KST—linoleum top,  $35\frac{1}{8}$ " long.
- 902 KST—linoleum top,  $72\frac{3}{8}$ " long.
- 903 KST—linoleum top,  $109\frac{1}{2}$ " long.
- 901 KSOB—optional back, for use with 901 KST,  $35\frac{1}{8}$ " long.
- 902 KSOB—optional back,  $37\frac{1}{2}$ " long, used with 901 KSOB as back for 902 KST. If back is desired for the No. 903 KST ( $109\frac{1}{2}$ " top) use two 902 KSOB and one 901 KSOB.
- 901 KSA—front or back knee space apron,  $35\frac{1}{8}$ " long.
- 901 KSFR—knee space foot rail,  $35\frac{1}{8}$ " long.
- 901 KSD—knee space drawer,  $35\frac{1}{8}$ " wide.
- 901 KSS—knee space shelf,  $35\frac{1}{8}$ " wide.

The illustrations above show the  $35\frac{1}{8}$ " top—901 KST. Unettes or Wydesteels may be stacked under this.

Where the 902 KST or 903 KST is used, supporting standards are furnished.

The Foot Rail, Front or Rear Apron and Back are shown above. The K. S. Drawer appears like the Front Apron, as the former has no drawer pull.

Oftentimes it is convenient to divide batteries of Counter Heights to provide space for an Office Entrance. Where such a division is made, we carry what is known as a "Gate", which can be attached to any Counter Height Unit and which swings both ways. It is simple, but attractive and affords the privacy that is desired.

It is possible for us to show only a few of the many sections that are available for Counter Height purposes and we will be glad to send you a catalog showing all of the valuable sections.

## ECONOMY UNITS.

The letter, cap and ledger sections shown are equipped with the same progressive roller suspension as are the Vertical Files. They may be stacked to any height, or mounted on leg or roller bases.

The compressor is the toggle type, working easily and locking positively. These sections are finished in green only.

The twenty-eight-inch depth has made this section very popular in many businesses, and also where it is desirable to build up seven or eight drawers high.

These sections also can be used as interiors for the 6430 Underwriters' Safe. The ledger unit is commonly used mounted on a caster base.



## Dimensions.

	Wide, inches	High, inches	Deep, inches
Ledger Unit—VLS, outside.....	13.937	14.281	28
inside.....	12 $\frac{1}{4}$	12 $\frac{3}{4}$	25 $\frac{1}{4}$
Letter Unit—VLU, outside.....	13.937	12.187	28
inside.....	12 $\frac{1}{4}$	10 $\frac{3}{4}$	25 $\frac{1}{4}$
Cap Unit—VCU, outside.....	16.937	12.187	28
inside.....	15 $\frac{1}{4}$	10 $\frac{3}{4}$	25 $\frac{1}{4}$
Ledger or letter top VLT.....	13.937	1.031	28.062
cap top VCT.....	16.937	1.031	28.062
Ledger or letter base VLB.....	13.937	4	28.062
cap size base VCB.....	16.937	4	28.062
Ledger or letter caster base VLCB.....	13.937	2.343	28
Cap Caster Base VCCB.....	16.937	2.343	28

COUNTER HEIGHTS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

## ALLSTEEL UNETTES.



The Unette is a sectional unit made on the horizontal principle. These Unettes intermember and fill a demand which the Verticals and Counter Heights cannot fill.

The above illustration shows a typical stack of Unettes and shows their value in an office. These Unettes are especially valuable in the offices of smaller business concerns or in the private offices of large concerns.

Horizontal Sections are made in this Unette style to provide accommodation for almost any need. The Unettes range from that taking Insurance Cards to one for large papers. As these Unettes intermember, the desired file can be assembled to suit the exact requirements of the user.

Unettes make ideal equipment for vaults and safes, where only a few of the most valuable records of varying sizes are kept.

A strong point in connection with these Unettes is the possibility of adding to them, little by little, as the need arises. This does away with the necessity of overbuying.

Sometimes, all that is needed is a letter drawer, a few document files and several legal blank drawers. These three sections may be made up into a stack with base and top. As correspondence and records increase, other sections can be added and the stacks can be made up into batteries when the need arises. The Unette Sections are held together by means of four "keyholes" on the bottom, near the four corners of each section. In corresponding positions on the top of each section are four buttons, somewhat the shape of "mushrooms".

In assembling the stack, the heads of the buttons slip into the large part of the keyholes in the bottom of the case above. The upper case is pushed back. The neck of the "mushroom" slides into the smaller part of the keyhole, through which the button is too large to slip.

To keep the sections from slipping back, two pins may be dropped through holes at top and bottom of adjacent cases. This is necessary only in making up trucks.

Another valuable feature in regard to these Unettes is that they can be intermembered with Wydesteel Sections, which are described on other pages. The Unettes are  $17\frac{1}{2}$  inches wide, just half the width of the Wydesteel. Two Unettes may be stacked side by side on one Wydesteel.

These Unettes are made in two depths, 25 inches deep, and 17 inches deep. This is illustrated in the group shown above. When two depths of sections are used in the same stack, a reducing top is placed on top of the 25-inch depth section.

The various tops and bases have the same intermembering "keyholes" and buttons as the sections.

These Unettes are valuable in any office and we will be glad to send you full information concerning them. On the next page, we are illustrating a few of the most popular sections, together with Tops and Bases.

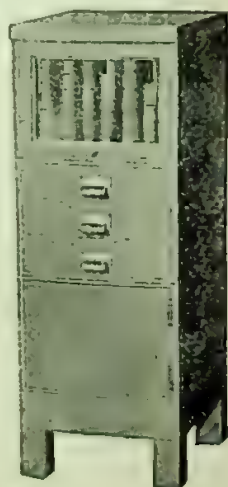
## TYPICAL UNETTE STACKS.

These two typical stacks are merely suggestions. Choose your own type of base and just the sections you want to go above it.

Except where specifically stated under the illustrations on the following page, any of the separate sections which go into these stacks may be equipped with a lock which will control all drawers in the section of more than one drawer. There is a Unette section to accommodate each size record you have. The sections you choose can be made up into stacks similar to those shown.

In the typical stack illustrated on the left, a drawer has been pulled out in order to show the bale suspensions which are used in all 5x3 and 6x4 Card drawers. This bale suspension allows instant removal of drawer and eliminates friction. The toggle type compressor, in which the lever must be pressed forward to operate, is used in all of the smaller size drawers.

UNETTES FINISHED IN  
OLIVE GREEN, MAHOGANY AND OAK.



## ALLSTEEL UNETTE SECTIONS.

Letter and Cap Sections, U 25 VL, U 17 VL, U 25 VC, U 17 VC, as illustrated on the left. These Letter and Cap Sections are made in both the 25" and 17" depths. These cases have a double wall side, with progressive roller suspension and easy operating follower blocks. They may be equipped with locks and are finished in green, mahogany or oak. The outside dimensions of the Letter Sections are the same as the Cap Section. The interior dimensions for the Letter Sections are obtained by placing a filler in the Cap Size, reducing the width. The Cap Section may be changed to Letter Section, or vice versa, at any time.

## INSERTS.

The 25" Cap or Letter File may be divided into two or three compartments at any time by removing the regular follower block and installing dividers and individual followers.

U 25 VL Unette Vertical Letter File, 25" deep. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12 29" high and 25" deep. Drawer inside, clear, 12" wide, 10 $\frac{1}{2}$ " high and 23 $\frac{1}{4}$ " deep.

U 17 VL, 17" deep. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12.29" high and 17" deep. Drawer inside, clear, 12" wide, 10 $\frac{1}{2}$ " high and 15 $\frac{1}{4}$ " deep.

U 25 VC, Unette Vertical Cap File, 25" deep. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12 29" high and 25" deep. Drawer inside, clear, 14 $\frac{1}{2}$ " wide, 10 $\frac{1}{2}$ " high and 23 $\frac{1}{4}$ " deep.

U 17 VC, 17" deep. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12.29" high and 17" deep. Drawer inside, clear, 14 $\frac{1}{2}$ " wide, 10 $\frac{1}{2}$ " high and 15 $\frac{1}{4}$ " deep.

U 1753 $\frac{1}{2}$  CI Three-drawer Card Index, for 5"x3" Cards. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 5.04" high and 17" deep. Drawers inside, clear, 5 $\frac{1}{2}$ " wide, 3 $\frac{1}{8}$ " high and 15 $\frac{1}{4}$ " deep.

U 1764 $\frac{1}{2}$  CI Two-drawer Card Index for 6"x4" Cards. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 6.04" high and 17" deep. Drawers inside, clear, 6 $\frac{1}{2}$ " wide, 4 $\frac{1}{8}$ " high and 15 $\frac{1}{4}$ " deep.

U 1785 CI 8"x5" Card Index Locker. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 13.88" high and 17" deep. Drawers inside, clear, 8 $\frac{1}{2}$ " wide, 5 $\frac{1}{8}$ " high and 15" deep. Inside Locker, clear, 7" wide, 12 $\frac{1}{2}$ " high and 16 $\frac{1}{4}$ " deep.

U 17 CF Check File Locker. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12.29" high and 17" deep. Check Drawers inside, clear, 10 $\frac{1}{2}$ " wide, 4 $\frac{1}{4}$ " high and 15" deep. Inside Locker, clear, 4 $\frac{1}{2}$ " wide, 11 $\frac{1}{2}$ " high and 16 $\frac{1}{4}$ " deep.

In giving the dimensions, either of case or drawer, or in speaking of any record, the width is given first, the height second. Thus, a five by three card is five inches wide and three inches high.

In estimating the capacity of these drawers, the thickness of the card must be considered. From seventy-five to one hundred cards to the inch is the average.

U 17 DF Three-drawer Document File. U 17 DFL, same with Lock. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12 29" high and 17" deep. Drawers inside, clear, 4 $\frac{1}{8}$ " wide, 10 $\frac{1}{8}$ " high and 14 $\frac{1}{4}$ " deep.

U 17 LB Six-drawer Legal Blank Section. U 17 LBL, same with Lock. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 12.29" high and 17" deep. Drawer inside, clear, Large Compartment, 9 $\frac{1}{4}$ " wide, 1 $\frac{1}{8}$ " high, 15 $\frac{1}{4}$ " deep. Small Compartment, 5 $\frac{1}{4}$ " wide, 1 $\frac{1}{8}$ " high, 15 $\frac{1}{4}$ " deep.

U 17 CDL Cash Drawer Section showing Currency Compartments. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 6.54" high, 17" deep. U 25 $\frac{1}{2}$  SD. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 6.54" high, 25" deep. Drawer inside, clear, 15 $\frac{1}{8}$ " wide, 5 $\frac{1}{4}$ " high, 23 $\frac{1}{4}$ " deep.

## DOCUMENT FILE.

The three drawers in this section are equipped with bale suspension and a special type of compressor used only in document files. The case is furnished with or without lock, in green, mahogany or oak, like all Unette Sections, and has the double wall. Each dust-proof compartment is separated from the others. Dimensions Case outside, 17 $\frac{1}{8}$ " wide, 12.29" high, 17" deep. Drawers inside, clear, 4 $\frac{1}{8}$ " wide, 10 $\frac{1}{8}$ " high and 14 $\frac{1}{4}$ " deep.

## LEGAL BLANK.

Both the six-drawer and three-drawer sections have a modification of the bale suspension. Each drawer has a removable partition dividing it into two compartments.

This section has a wide use, especially as a safe interior, for valuable instruments used by Doctors, Dentists or Oculists, and for keeping cuts in advertising work. Dimensions Case outside, 17 $\frac{1}{8}$ " wide, 12.29" high, 17" deep. Drawer inside, clear, Large Compartment, 9 $\frac{1}{4}$ " wide, 1 $\frac{1}{8}$ " high, 15 $\frac{1}{4}$ " deep. Small Compartment, 5 $\frac{1}{4}$ " wide, 1 $\frac{1}{8}$ " high, 15 $\frac{1}{4}$ " deep.

## CASH DRAWER.

This drawer has six currency compartments and a sliding coin tray with six cups. It locks automatically, with an excellent Yale paracentric key lock. The drawer operates on the Patented Progressive Suspension.

This section is generally used as part of the interior equipment of GF Safes. Dimensions Case outside—17 $\frac{1}{8}$ " wide, 6.54" high, 17" deep. Dimensions Case outside & 25 $\frac{1}{2}$  S. D., 17 $\frac{1}{8}$ " wide, 6.54" high, 25" deep. Drawer inside, clear, 15 $\frac{1}{8}$ " wide, 5 $\frac{1}{4}$ " high, 23 $\frac{1}{4}$ " deep.

## TOPS, REDUCING TOPS AND BASES.

These tops and bases are to complete the stacks—to make any combination of files complete and finished in every detail.

The use of the 17" or 25" depth top depends, of course, on the depth of the sections used under it.

The Reducing Top is needed only where a seventeen-inch section is placed on a twenty-five-inch depth section. This gives a finished ledge.

The bases come in both the seventeen-inch and twenty-five-inch depth. The particular base you choose depends on the desired height of the stack.

These sections all have the interlocking feature.

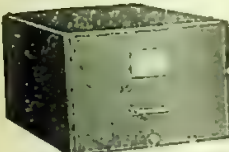
	Wide inches	High inches	Deep inches		Wide inches	High inches	Deep inches
U 17 T.....	17 $\frac{1}{8}$	1.75	17 $\frac{1}{4}$	U 17 LSB....	17 $\frac{1}{8}$	9.38	17
U 25 T.....	17 $\frac{1}{8}$	1.00	25 $\frac{1}{4}$	U 25 LSB....	17 $\frac{1}{8}$	9.38	25
U 25 RT.....	17 $\frac{1}{8}$	1.00	25 $\frac{1}{4}$	U 17 HSB....	17 $\frac{1}{8}$	18.13	17
U 17 B.....	17 $\frac{1}{8}$	4.00	17	U 25 HSB....	17 $\frac{1}{8}$	18.13	25
U 25 B.....	17 $\frac{1}{8}$	4.00	25				

UNETTES FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.



U 25 VL  
Unette Vertical Letter  
File, 25 inches Deep

U 17 VL  
17 inches Deep



U 25 VC  
Unette Vertical Cap  
File, 25 inches Deep

U 17 VC  
17 inches Deep



U 1753 $\frac{1}{2}$  CI  
Three-drawer Card  
Index, 5"x3"

U 1753 $\frac{1}{2}$  CIL  
Same with Lock

U 1764 $\frac{1}{2}$  BD  
Three-box Drawer  
Section

U 1753 $\frac{1}{2}$  BDL  
Same with Lock

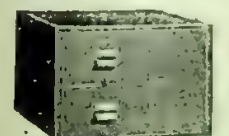


U 1764 $\frac{1}{2}$  CI  
Two-drawer Card  
Index, 6"x4"

U 1764 $\frac{1}{2}$  CIL  
Same with Lock

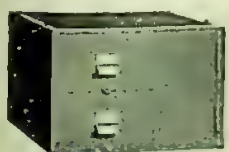
U 1764 $\frac{1}{2}$  BD  
Two-box Drawer  
Section

U 1764 $\frac{1}{2}$  BDL  
Same with Lock



U 1785 CI  
8"x5" Card Index  
Locker

U 1785 BD  
Two-box Drawer  
Section with Locker



U 17 CF  
Check File Locker

U 17 BD  
Two-box Drawer  
Section with Locker



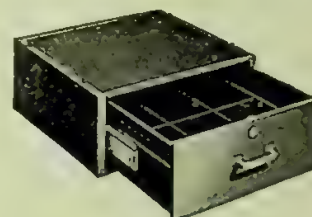
U 17 DF  
Three-drawer  
Document File

U 17 DFL  
Same with Lock



U 17 LB  
Six-drawer  
Legal Blank Section

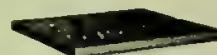
U 17 LBL  
Same with Lock



U 17 CDL  
Cash Drawer Section,  
Showing Currency  
Compartments



U 25 $\frac{1}{2}$  SD



U 17 T  
Seventeen-inch Top

U 25 T  
Twenty-five-inch Top

U 25 RT  
Reducing Top



U 17 B  
Seventeen-inch,  
Closed Base



U 17 LSB  
Seventeen-inch,  
Low Sanitary Base

## ALLSTEEL WYDESTEEL SECTIONS.



The Wydesteel Sections differ from the Unettes only in that they are twice as wide. They differ from the Vertical Sections in that they are made to be built-up in horizontal units, instead of being placed side by side as in the case of the Verticals.

These Wydesteel Sections allow a great deal of flexibility in the files. One section with a base and top can serve as a beginning and sections can be added to any desired height and new stacks can be placed in battery formation as the need arises.

With these Wydesteel Sections Files adapted exactly to individual requirements can be assembled and as the Unettes can be intermembered and used with them, the flexibility of the files is almost unlimited.

These Wydesteel Sections are made by the same processes and with the same perfection as the Vertical Sections. The Roller Suspensions of the larger drawers are of the patented progressive type that keep the drawer from sagging under full capacity load. The joints are welded which results in a strong case with no rivets or bolts to work loose. The sections have the appearance of being made of one piece of steel. The finish is added by means of successive painting, each of which is baked and sanded or polished. The green has four coats and the oak and mahogany have six. The final Mahogany coat is put on by hand.

The drawer pulls and label holders are solid brass treated with a high-grade lacquer that prevents tarnishing. All Wydesteel Sections are finished in Olive Green, Mahogany and Oak. Any single drawer may be equipped with a lock, or any section with three or more drawers may be equipped with a general lock, except where the contrary is stated under the illustration.

The illustration at the top of this page shows an actual installation of Files composed of Wydesteel Sections. The typical stack at the bottom shows how the sections can be assembled. These Wydesteel Sections are made in both 25-inch and 17-inch depths. The two depths can be combined in the same stack by using a reducing top.

If these pages do not give you sufficient information concerning these Wydesteel Sections or concerning any of the Allsteel Filing Equipment, please write to us, or call at our store, for the information you need. We can show only a few of the sections in each line and will be glad to send a catalog to you showing every section made and giving full information on this practical and efficient equipment.



A Typical Stack of Wydesteel Sections.

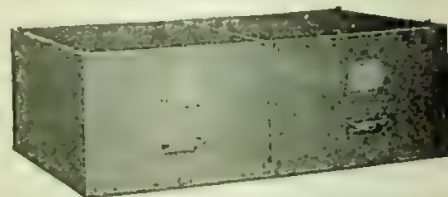
### LETTER AND CAP FILES.

The letter and cap files differ only in inside dimensions. A removable filler placed in the cap section makes a letter file of it, both in the seventeen and twenty-five-inch depths.

These files and the bill file are equipped with the progressive roller suspension and flat compressor.

### INSERTS.

The 25-inch cap or letter drawers, by removing the compressors and substituting partitions and smaller compressors, can be changed into two or three compartment drawers, for the storage of documents or similar papers.



#### WS 225 VL. Wydesteel Vertical Letter File.

	Wide	High	Deep
Case outside,.....	34 1/2"	12.29"	25"
Drawer inside,clear	12"	10 1/2"	23 3/4"

#### WS 217 VL.

	Wide	High	Deep
Case outside,.....	34 1/2"	12.29"	17"
Drawer inside,clear	12"	10 1/2"	15 1/2"

#### WS 225 VC.

#### Wydesteel Vertical Cap File.

	Wide	High	Deep
Case outside,.....	34 1/2"	12.29"	25"
Drawer inside,clear	15 1/2"	10 1/2"	23 3/4"

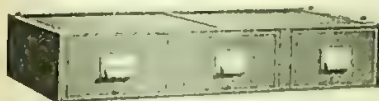
#### WS 217 VC.

	Wide	High	Deep
Case outside,.....	34 1/2"	12.29"	17"
Drawer inside,clear	15 1/2"	10 1/2"	15 1/2"

WYDESTEEL FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

Specifications and prices gladly furnished for complete office lay-outs.

## ALLSTEEL WYDESTEEL SECTIONS.

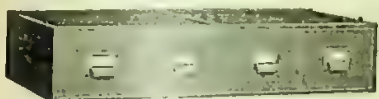


WS 217 1/4 CF.  
Three-drawer Check File.

WS 217 1/4 CFL.  
Same File with Lock.

	Wide	High	Deep
Case outside.....	34 3/8"	6.54"	17"
Drawer inside, clear	10 1/2"	4 3/4"	15"

(One tier of drawers instead of two.)



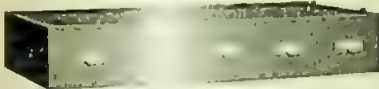
WS 21785 1/4 CI.  
Four-drawer 8"x5" Card Index Section.

WS 21785 1/4 CIL.  
Same Section with Lock.

WS 21785 1/4 BD.  
Four-box Drawer Section.

WS 21785 1/4 BDL.  
Same Section with Lock.

	Wide	High	Deep
Case outside.....	34 3/8"	7.29"	17"
Drawer inside, clear	8 1/8"	5 1/8"	15"



WS 21764 1/4 CI.  
Five-drawer 6"x4" Card Index Section.

WS 21764 1/4 CIL. Same Section with Lock.

WS 21764 1/4 BD.  
Five-box Drawer Section.

WS 21764 1/4 BDL.  
Same Section with Lock.

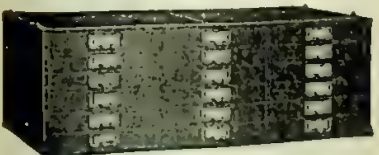
	Wide	High	Deep
Case outside.....	34 3/8"	6.04"	17"
Drawer inside, clear	6 3/8"	4 1/8"	15 1/4"



WS 217 DF.  
Six-drawer Document File Section.

WS 217 DFL.  
Same Section with Lock.

	Wide	High	Deep
Case outside.....	34 3/8"	12.29"	17"
Drawer inside, clear	4 1/8"	10 1/8"	14 1/4"



WS 217 LB.  
Eighteen-drawer Legal Blank Section.

WS 217 LBL.  
Same Section with Lock.

	Wide	High	Deep
Case outside.....	34 3/8"	12.29"	17"
Drawer inside, clear	10 1/8"	1 1/8"	15 3/4"

## CHECK FILES.

Both check file sections have the pan slide suspension, are regularly equipped with guide rods, and may be fitted with general lock. The drawers are easily removed. Notice particularly the drawer width. Many banks are using a check ten inches wide, and the average section will not house them.

These two sections, often as an interior for Allsteel Underwriters' Safes, have a wide use in banks throughout the country.

## CARD SECTIONS.

Any of the card sections shown may be equipped with General Lock, and finished in green, mahogany or oak. Rods for the card drawers are optional.

The card drawers have "cut down" sides and can be easily removed. The compressor locks positively but is freed by slight pressure.

Box drawers may be substituted in any card or check file section at a small additional cost.

## DOCUMENT AND CREDIT REPORT FILES.

The Document and Credit Report Files shown have the bale suspension, like the card drawers, and the latter has the same type compressor. The Document File compressor differs slightly.

Both sections may be furnished with a general lock operating on all drawers.

## LEGAL BLANK FILES.

Legal Blank section has become popular for storing cuts. Doctors, Dentists and Oculists also find it convenient for small parts and tools.

The drawer has a modified bale suspension and is easily removed.

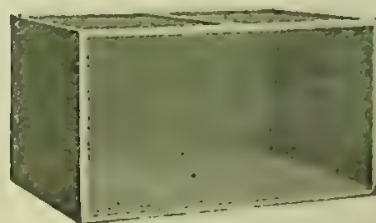
## PLAIN OPEN SECTIONS.

The various illustrations shown are made from one unit with its possible different arrangements. The 225 or 217 PO is changed to a cupboard section by adding doors. The interior may be built up to suit the user with full and half width roller and plain shelves, adjustable, every half inch, at his disposal. The plain shelves are punched so that dividers adjustable every inch may be added to form pigeon holes 5 1/4 inches high.

The WS 217 section differs from the W 225 section in depth only.

## BOOKCASES.

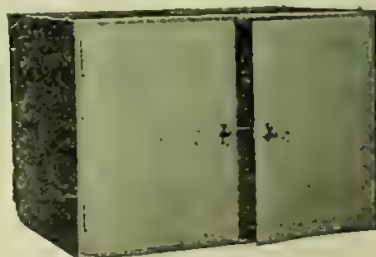
The Bookcase is dust-proof and has a disappearing door which slides up under the top. This is a necessary section for the private office where books must be in sight, as in a private library.



WS 225 PO.

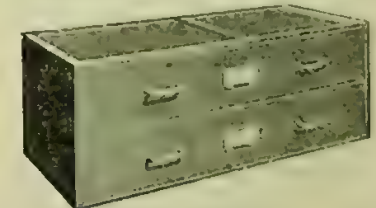
	Wide	High	Deep
Case outside.....	34 3/8"	21.56"	25"
Case inside, without doors.....	33 3/8"	22 1/4"	24 1/2"
Case inside, with doors.....	33 3/8"	22 1/4"	23 1/2"

Same case with doors added, one shelf.



WS 217 PO.

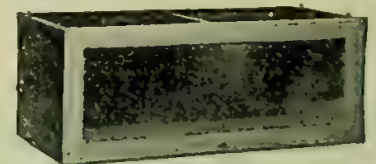
	Wide	High	Deep
Case outside.....	34 3/8"	21.56"	17"
Case inside, without doors.....	33 3/8"	22 1/4"	16 1/2"
Case inside, with doors.....	33 3/8"	22 1/4"	15 1/2"



WS 217 SD2.

Two-drawer Storage Section.

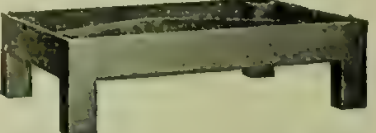
	Wide	High	Deep
Case outside.....	34 3/8"	12.29"	17"
Drawers inside, clear	32 3/8"	4 1/8"	15 1/2"



WS 217 BC.

Glass Door Bookcase Section.

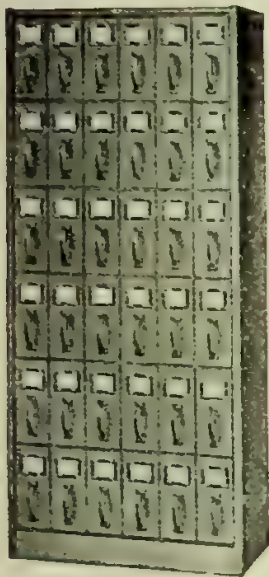
	Wide	High	Deep
Case outside.....	34 3/8"	13.57"	17"
Net clear inside.....	33 3/8"	11"	16 1/8"



	Wide	High	Deep
WS 225 T. Top.....	34 3/8"	1"	25 1/2"
WS 217 T. Linoleum top, bronze bound	34 3/8"	1 3/4"	17 1/2"
WS 217 LCT, Linoleum top, bronze bound.....	34 3/8"	1 3/8"	17 1/2"
WS 225 RT. Reducing Top.....	34 3/8"	1"	25 1/2"
WS 225 HSB Base.....	34 3/8"	18.13"	25"
WS 217 HSB Base.....	34 3/8"	18.13"	17"
WS 225 LSB Base.....	34 3/8"	9.38"	25"
WS 217 LSB Base.....	34 3/8"	9.38"	17"
WS 225 B Solid Base.....	34 3/8"	4"	25"
WS 217 B Solid Base.....	34 3/8"	4"	17"

WYDESTEELS FINISHED IN OLIVE GREEN, MAHOGANY AND OAK.

## ALLSTEEL HIGH LINE CASES.

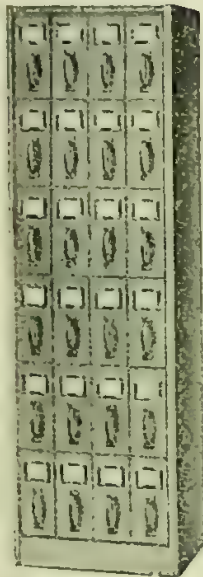


No. 36 DF.  
Thirty-six-drawer Document File.  
No. 36 DFL.  
Same File with Lock.  
Case Outside.

Wide	High	Deep
30.281"	70 1/4"	14 1/4"
Drawer net clear, inside.		
Wide	High	Deep
4 3/8"	10 1/2"	12"

No. 14 P.  
(End Panel.)  
Over-all Dimensions.

Wide	High	Deep
.875"	71 1/4"	15 1/4"



No. 24 DF.  
Twenty-four-drawer Document File.

No. 24 DFL.  
Same File with Lock.

Case Outside.		
Wide	High	Deep
20.281"	70 1/4"	14 1/4"
Drawers net clear, inside.		
Wide	High	Deep
4 3/8"	10 1/2"	12"



No. 60 LB.  
Sixty-drawer Legal Blank.

Case Outside.		
Wide	High	Deep
22 3/4"	70 1/4"	16 1/4"
Drawer Inside.		
Wide	High	Deep
10 1/4"	1 1/4"	13 1/4"

No. 60 LBL.  
Same File with Lock.

No. 16 P.  
(End Panel.)  
Over-all Dimensions

Wide	High	Deep
.875"	70 1/4"	16 1/4"



No. 20 S.  
Case Outside.

Wide	High	Deep
20.75"	70 1/4"	14 1/4"
Inside clear, without Shelves.		
Wide	High	Deep
13 1/4"	60"	13 1/4"

Shelves are priced separately

No. 20 SD.  
The 20S may be equipped with a door, which may be added either in the office or at the factory. If doors are desired specify No 20SD.

## HIGH LINE CASES.

The cases are standard in height and can be stacked in battery. To give finished ends, panels are necessary; these come flush with the tops of the case so one case may be placed on another if desired. These sections are finished in green only, as a standard, and may be equipped with a general lock, or individual drawer locks.

The varying width of the cases makes it possible to fill any desired space. It is further possible to intermember these cases with GF Shelving, shown later. For Vaults and Court Houses these cases are the best solution for storing documents and books. The shelves are adjustable at one-half inch intervals.



No. 32 BSC.  
Case Outside.

Wide	High	Deep
41.25"	70 1/4"	18 1/4"
Net Shelf room with shelves equidistant, each compartment.		
Wide	High	Deep
.875"	71 1/4"	18 1/4"

No. 16 RS.  
Roller Shelf Case.  
Case Outside.

Wide	High	Deep
20.75"	70 15.16"	14 1/4"

Net shelf room with shelves equidistant

Wide	High	Deep
19 1/4"	3 3/4"	13 1/4"

No. 32 RS.  
Two-compartment Case.  
Case Outside.

Wide	High	Deep
40.75"	70 1/4"	14 1/4"

Net shelf room with shelves equidistant, each compartment.

Wide	High	Deep
19 1/4"	3 3/4"	13 1/4"

No. 48 RS.  
Three-compartment Case.  
Case Outside.

Wide	High	Deep
60.75"	70 1/4"	14 1/4"

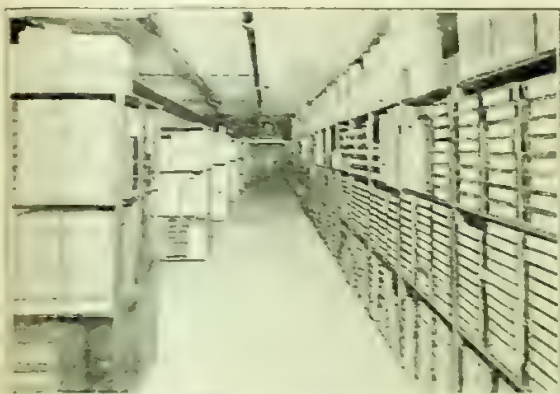
Net shelf room with shelves equidistant, each compartment.

Wide	High	Deep
19 1/4"	3 3/4"	13 1/4"



No. 16 RS.  
No. 32 RS.  
No. 48 RS.

## HIGH LINE CASES FINISHED IN OLIVE GREEN ONLY.



## ALLSTEEL SHELVING.



**OF ALLSTEEL SHELVING** embodies the principles of modern structural steel construction and is made of steel. The design is simple and a few standard and simple fastened parts are put together in many combinations so as to make a unit that is as strong and rigid yet capable of being readily taken apart and modified in form to suit changing conditions as require. The experience of many years of the use of this shelving demonstrates that it possesses the strength necessary to provide storage space for practically every business.

A most unusual feature of this shelving is optional reinforcement—this is the addition of vertical stiffeners to the uprights. These may be added optional stiffeners which increase the load-carrying capacity of the shelving.

If the shelving is to carry light loads, simply the foundation uprights and cross-ribs will suffice. If heavy loads are to be carried, optional angles can be inserted under the shelves which greatly increase their carrying capacity. If very heavy loads are to be supported, heavier uprights and an additional cross support under the ends of the shelves will take care of the condition.

**HOW YOUR NEEDS ARE DETERMINED BY OUR SERVICE MEN**—No matter how complicated your shelving problem may seem to be, you may be assured of its prompt and economical solution by our service representatives. Our representative is a man who has devoted considerable study to shelving and shelving problems. He is prepared to give you the benefit of his training, and the experience he has gained in solving other shelving problems.

It may be a question of capacity, or of fitting shelving into odd corners, or it may be the problem of systematic storage methods. Whichever it is, the representative will be well fitted by his training to assist you to make a survey of your needs, and offer the suggestions for your consideration.

This service does not place you under any obligation whatever, but the chances are that you will, in some way, gain some benefit by having a man of this type consult with you about these things.

**TYPES OF OF ALLSTEEL SHELVING**—While OF Allsteel Shelving is built up from very simple fundamental pieces, it can be made, by the use of certain accessories in connection with the foundation pieces, many varied types and forms that are standard. They may all, however, be modified as well to meet the growth of changed conditions. By far the greatest number of installations consist of standard shelving or shelving with backs and doors. The use of optional attachments gives entirely different forms of shelving to meet every purpose. Addition of backs and sides, naturally, is not sufficient in many cases. Doors are wanted and in such case, there is standard equipment to supply the need.

### PLACES WHERE OF ALLSTEEL SHELVING IS SERVING GOOD BUSINESS WITH ECONOMY, STRENGTH AND ADAPTABILITY.

Auto Repair Shops.  
Automobile Manufacturers.  
Bakeries.  
Banks—in vaults for storage vaults, etc.  
Battery Service Stations.  
Confectioners, Manufacturers—for storage.  
Cotton Goods Manufacturers.  
Crockery Dealers.  
Department Stores—storerooms.  
Electric Light Companies—meter storage.  
Express Offices.  
Foundries—for pattern and core storage.  
Garages—repair parts, tire storage.  
Hardware—wholesale, stock; retail, display.  
Jobbers.  
Laundries—delivery departments.  
Leather Goods—manufacturers, wholesalers.

Librarians—book rooms.  
Locomotive Works—tool rooms, storerooms, etc.  
Mail Order Houses.  
Manufacturers.  
Machine Shops.  
Motion Picture Film Brokers—film storage.  
Musical Instrument Manufacturers.  
Dealers—storage and display place.  
Graph record storage.  
Newspapers—mat and electro storage.  
Offices—vault equipment.  
Paint Dealers.  
Printers—storerooms and cut storage.  
Plumbers.  
Potteries.  
Publishers.  
Railroad Offices.  
Retailers.  
Wholesalers.

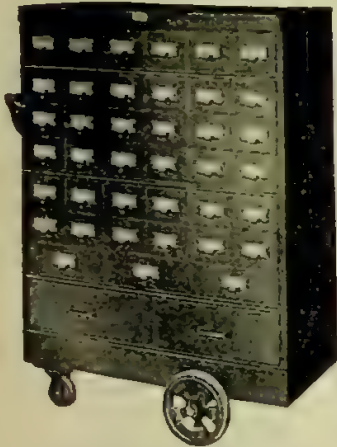


Write to have our Steel Shelving Representative call. We will be glad to demonstrate how Steel Shelving can be adapted to your requirements.

STANDARD FINISH—OLIVE GREEN.

**JOPCO SERVICE**

## ALLSTEEL WYDESTEEL BUS



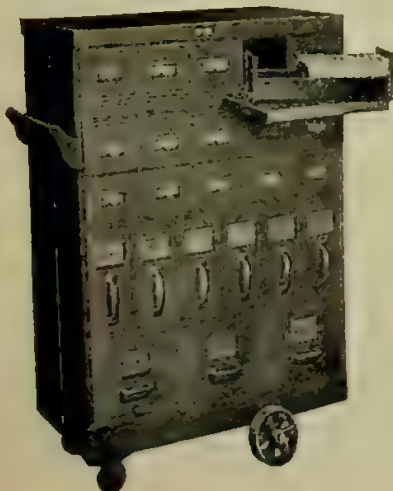
**Safe Deposit Bus**

Card indexes for signatures, rental and record cards. Customers' boxes for safe deposit purposes. Storage drawers.



**Savings Department Bus**

Card indexes for pass-books, deposit tickets and signature cards. Check files for cancelled checks.



**or Cashier's Private Desk**

Mercantile report and document file and card indexes for credit records and confidential papers.

The Wydesteel Bus as pictured on this page is a stock combination of U-nette and Wydesteel Sections, to suit individual requirements. Since any combination can be obtained, it offers many advantages over specially built equipment.

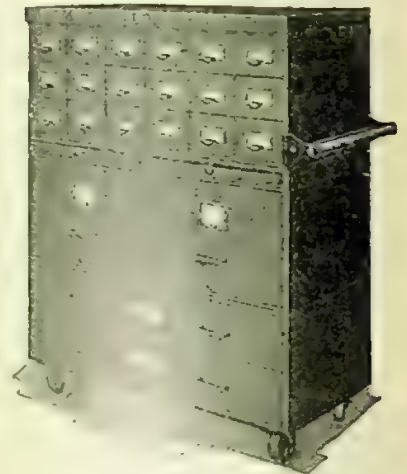
It is particularly adapted to use in banks or other businesses where there are large vaults. Valuable records can be housed in this Bus, and, in the evening, it is an easy matter to run it into the Vault for protection.

The Wydesteel Bus can be mounted on a Truck Base as shown in the Bus pictures. This requires a WS 217 B. Or the sections alone can be mounted on the WS 217 CT, as shown below. The single handle, as illustrated, is for convenience in pushing the Wydesteel Bus.

The WS 217 OT should always be used where it is necessary to move the Bus any great distance or into a Vault.

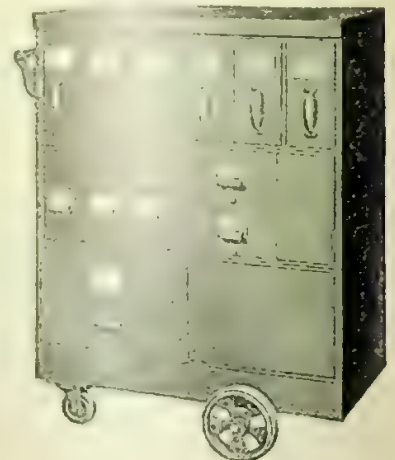


**Omnibus Handle  
WS 217 OH**



**For General Use**

Card indexes, sliding shelves for convenience, large storage drawers for miscellaneous articles or supplies.



**For General Use**

Letter file for correspondence; check file and locker for checks and valuables; card indexes for deposit tickets, pass-books and ledger cards; Files for documents.



**Caster Truck  
WS 217 CT**

Wide  
17 1/2"

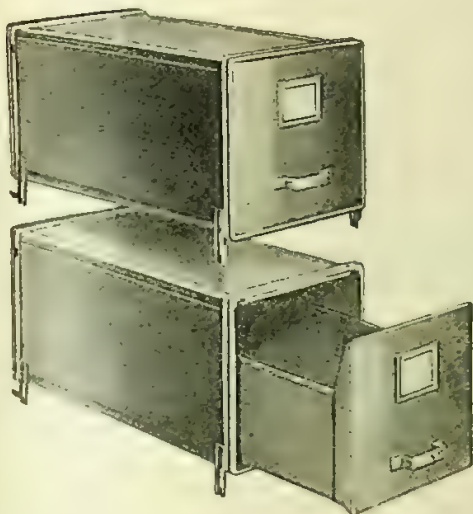
Long  
35 1/2"

High  
5 1/4"



**Omnibus Truck  
WS 217 OT**

## STEEL VERTICAL TRANSFER OR STORAGE CASES.



This Steel Transfer Case is enclosed all around, thus preventing entrance of dust and giving additional protection. It is bound by two heavy channels which allow the stacking of the cases to any height. From front to back, the corners are reinforced by an angle iron. Rollers may be installed at any time, making the case open almost as easily as a steel 4-drawer file. The interlocking feature, that is, the notch on the channel and projection on lower case, prevents the stacked cases from tipping or slipping. Made in 4 sizes.

**Letter Size. No. 2 T. L.** Letter Size with Steel Drawer Rollers. **No. 2 T. L. R.** Case Outside, 13  $\frac{1}{4}$  inches wide, 12  $\frac{1}{4}$  inches high, 25 inches deep. Case Inside, 12 inches wide, 10  $\frac{3}{4}$  inches high, 24  $\frac{3}{4}$  inches deep.

**Cap Size. No. 2 C. T.** Cap Size with Steel Drawer Rollers. **No. 2 T. C. R.** Case Outside, 16  $\frac{1}{4}$  inches wide, 12  $\frac{1}{4}$  inches high, 25 inches deep. Case Inside, 15  $\frac{1}{4}$  inches wide, 10  $\frac{3}{4}$  inches high, 24  $\frac{3}{4}$  inches deep.

**Bill Size. No. 2 T. B.** Bill Size with Steel Drawer Rollers. **No. 2 T. B. R.** Case Outside, 10  $\frac{1}{4}$  inches wide, 9  $\frac{1}{4}$  inches high, 25 inches deep. Case Inside, 9  $\frac{1}{4}$  inches wide, 8  $\frac{3}{4}$  inches high, 24  $\frac{3}{4}$  inches deep.

**Ledger Sheet Size. No. 2 T. L. S. R.** Regularly equipped with Steel Drawer Rollers. Case Outside, 13  $\frac{1}{4}$  inches wide, 14  $\frac{1}{4}$  inches high, 25 inches deep. Case Inside, 12 inches wide, 12  $\frac{1}{4}$  inches high, 24  $\frac{3}{4}$  inches deep.

## GLOBE SWINGING DESK SHELF.



A valuable addition to any desk, giving extra room when wanted and out of the way when not wanted. Suitable for use as writing table for holding typewriter, adding machine, card cabinet, telephone, or books of reference.

This shelf is equipped with a positive locking device which securely locks shelf in any position. It can be attached to either side of any desk. Metal parts are finished in dull nickel. Dimensions, 14x10 inches.

Style.

**No. 3-B.** Rigid shelf, quar. oak top, antique dull finish.

**No. 3-R.** Rigid shelf, imitation mahogany.

**No. 3-D.** Drop shelf, quar. oak top, antique dull finish.

**No. 3-D.** Drop shelf, imitation mahogany shipping weight, about 15 pounds.

## VAULT TRUCK FOR BANKS AND OFFICES.

UHL STEEL, No. 9200 LINE.



The use of trucks for handling books, filing cabinets, and office records between the vault and respective places of use in the office, is common. It is a question today of what kind of a truck is available, what is the price and how soon can it be had. Uhl Steel has, for many years, built vault trucks. From records they have determined stock sizes that will meet the conditions in a big percentage of cases. The truck illustrated is 36 inches wide (clear between corner posts) and 18 inches deep. Top is 42 inches above the floor. This is a stock size truck and is priced on a quantity-production basis.

The Uhl Steel vault truck is made with corner or leg units into which shelves are fitted and securely fastened by clips that pass around outside post and bolt through shelf corners. This means rigid construction of great strength. The spacing of shelves is optional. Corner posts are punched for spacing at one-inch points. Any number of shelves can be had and can be adjusted any time to adapt the truck to changed conditions but they are not a quick-change proposition.

The standard truck has bottom shelf or base and three additional shelves, one of which forms the top, as illustrated. The standard spacing of shelves makes openings as follows: First spacing below top 12  $\frac{1}{2}$  inches high, clear. Second and third openings, 8  $\frac{3}{4}$  inches clear.

Casters consist of two 6-inch stationary fibre wheels and two 4-inch swivel fibre casters. On special order all four casters can be swivel 4-inch fibre. Rubber-tired wheels can be furnished as an extra, but the fibre wheels, which are regular, will last indefinitely, are quiet running, will not mar floors and are much cheaper.

To take care of larger size filing devices or to provide more storage space, this same truck can be furnished 42 inches wide, 42 inches high and 20 inches deep, otherwise same as the regular truck, but at extra price and subject to slight delays.

Finish all over olive green or maroon enamel. If finish is not specified, green will be furnished.

Weight of 36x18 inch truck is 150 lbs. Shipped set up. Crated weight about 200 lbs.

## GF Allsteel STORAGE CABINETS.

No other piece of furniture has so many uses as the new GF Allsteel Storage Cabinet. Wherever materials must be stored in small quantities close to the point of use, the GF Allsteel Storage Cabinet affords the most satisfactory means of keeping such materials away from dust and dirt and, if necessary, under lock and key.

It would be next to impossible to enumerate all of the many uses to which the GF Allsteel Storage Cabinet may be put. In offices it is used extensively as a container for office supplies, such as letterheads and envelopes, pens and pencils, carbon paper, typewriter ribbons, ink, erasers and stamps. In hotels and hospitals as a linen closet. In schools and churches it serves as a book cupboard and for storing miscellaneous supplies. Dealers in household appliances find it very useful for the storage of spare parts. Equipped with the necessary filing devices, it is used in offices for certain types of record storage where the use of fire-resisting safes for the purpose is unnecessary. Fitted with coat rod and hat shelf and finished in a color to match the other furniture, it makes an ideal locker for private offices.

### STRONGLY BUILT—BEAUTIFUL APPEARANCE—UNLIMITED APPLICATION.



Double-Door Cabinet.

GF Allsteel Storage Cabinets are carefully built of high-grade steel sheets. All parts are formed true to pattern, carefully assembled and the cabinet beautifully finished in olive green, or mahogany. All exterior surfaces of the cabinet are free from protruding bolt heads. Handles are of bronze and all hinges are of the concealed type for the sake of better construction and appearance.

GF Allsteel Storage Cabinets are supplied in three sizes—Double Door, Single Door and Desk-High. The two large cabinets are provided with vertical latch rods operated by a bronze handle. A key lock keeps the contents secure against pilfering and gives the custodian complete control of all stored materials.

Shelves are furnished as extra equipment. They are flanged on four sides for strength and the shelves for the double-door cabinet are given extra reinforcement to prevent sagging. Shelves are adjustable at one-inch intervals. Alterations of position are easily made without the use of tools.

To whatever purpose you may apply the GF Allsteel Storage Cabinet, you will find available the required interior fittings to adapt the cabinet to any particular requirement. If you want it equipped with shelves only, the shelves may be spaced at any multiple of one inch. If you have in mind using it as a locker for the private office, a shelf and coat rod is the only extra equipment required. If you wish to use it for the storage of records, you will find just the right type of filing equipment for the interior in the line of GF Allsteel Unette and Wydesteel sections, some of which are reproduced in this catalog. If you do not find just what you want here, there are other sections to be found in the GF Allsteel Catalog, a copy for you on request. We will be glad to make suggestions at any time for the application of GF Allsteel Storage Cabinets to your business.

### DOUBLE-DOOR STORAGE CABINET.

The wide, double-door GF Allsteel Storage Cabinet is commodious enough for almost any purpose to which a storage cabinet could be put. This cabinet is ideal for the storage of office supplies, books, spare parts, linens, clothes, canned fruit, etc., where plenty of room is required. Where it is desired to use the cabinet for the storage of records, any of the GF Allsteel Wydesteel Filing Sections may be installed in the cabinet. These sections include letter files, bill files, card index files, document files, storage drawers, locker sections, etc.

25 S. C. Double Door. Outside Dimensions: 37 $\frac{1}{8}$  in. wide, 70 $\frac{1}{4}$  in. high and 20 in. deep. Inside Clear Dimensions: 35 $\frac{1}{8}$  in. wide, 62 $\frac{1}{8}$  in. high and 18 $\frac{1}{2}$  in. deep.

### SINGLE-DOOR STORAGE CABINET.

The large single-door storage cabinet is suitable for the storage of supplies in smaller offices and as a high-grade clothes locker for the private office. The door is thoroughly reinforced, strongly hinged and closes tightly to prevent the entrance of dust and dirt. It accommodates the GF Allsteel Unette Filing Devices and can be used for the storage of certain types of records.

15 S. C. Single Door. Outside Dimensions: 19 $\frac{1}{4}$  in. wide, 70 $\frac{1}{4}$  in. high and 20 in. deep. Inside Clear Dimensions: 17 $\frac{1}{8}$  in. wide, 62 $\frac{1}{8}$  in. high and 18 $\frac{1}{2}$  in. deep.

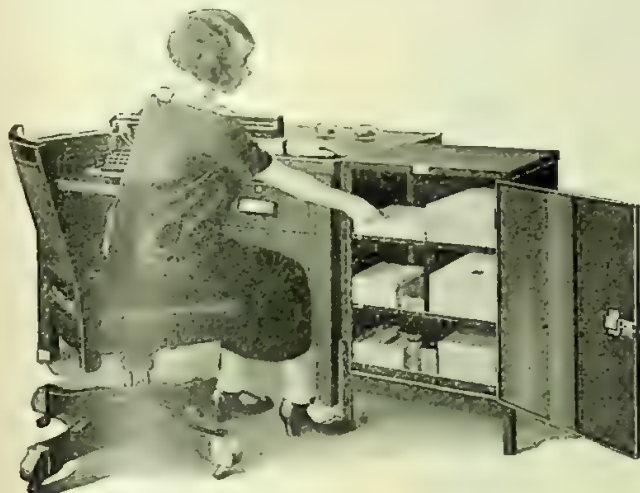


Single-Door Cabinet.

THESE CABINETS FINISHED IN OLIVE GREEN AND MAHOGANY.

Many large corporations buy all their printing from us. There is a reason

## ALLSTEEL DESK-HIGH STORAGE CABINET.



The Desk-High GF Allsteel Storage Cabinet is a real convenience to the busy executive who finds the drawers of his desk inadequate to house the records that he must keep within arms reach. It is also extremely helpful to the typist for the storage of letterheads, carbon paper, ribbons and other supplies. The Desk-High Cabinet is a real time-saver and quickly pays for itself in the steps it saves. The Desk-High Storage Cabinet accommodates the GF Allsteel Unette Filing Sections, which include letter files, storage and cash drawers, document files and card index files.

This cabinet is carefully built of high-grade sheet steel. All parts are formed true to pattern, carefully assembled and the cabinet beautifully finished in Olive Green and Mahogany. All exterior surfaces are free from protruding bolt heads. The handles are of

bronze and the hinges are of the concealed type, all adding to the appearance and construction of this convenient cabinet.

The cabinet is locked with a key lock which keeps the contents secure. Shelves are furnished as extra equipment. The shelves are flanged on all four sides to add to their strength and are adjustable at one inch intervals. Alterations of position are easily made without the use of tools.

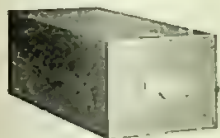
**10 S. C. Desk-High.** Outside dimensions: 19 $\frac{1}{2}$  in. wide, 30 $\frac{1}{2}$  in. high and 20 in. deep. Inside clear dimensions: 17 $\frac{1}{8}$  in. wide, 22 $\frac{1}{8}$  in. high and 18 $\frac{1}{2}$  in. deep.

This Cabinet Finished in Olive Green and Mahogany.



## ALLSTEEL CARD INDEX MULTIPLES.

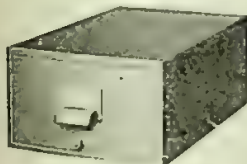
These cases are designed for use on the tops of desks. They are provided with felt feet to prevent marring the finest surface. The tops are recessed so that they may be stacked several tiers high and yet held in alignment. Any drawer may be fitted with a lock. These cases are made of the highest grade steel with welded joints. The Label holders and drawer pulls are solid Brass.



Nos. 531, 641 and 851



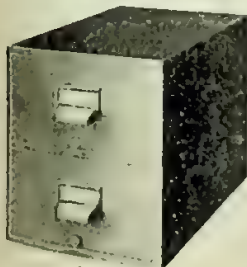
No. 532



No. 1041 CF



No. 642



No. 1042 CF

**No. 531.** Single Drawer Cabinets for 5x3 Cards. Case outside, 5 $\frac{1}{4}$  in. wide, 4 $\frac{3}{4}$  in. high, 17 in. deep. Drawer inside, 5 $\frac{1}{4}$  in. wide, 3 $\frac{1}{4}$  in. high, 15 $\frac{1}{4}$  in. deep.

**No. 641.** Single Drawer Cabinet for 6x4 Cards. Case outside, 6 $\frac{1}{4}$  in. wide, 5 $\frac{3}{4}$  in. high, 17 in. deep. Drawer inside clear, 6 $\frac{1}{4}$  in. wide, 4 $\frac{3}{4}$  in. high, 15 $\frac{1}{4}$  in. deep.

**No. 851.** Single Drawer Cabinet for 8x5 Cards. Case outside, 8 $\frac{1}{4}$  in. wide, 6 $\frac{3}{4}$  in. high, 17 in. deep. Drawers inside clear, 8 $\frac{1}{4}$  in. wide, 5 $\frac{3}{4}$  in. high, 15 in. deep.

**No. 1041 C. F.** Single Drawer Check File Multiple. Case outside, 11 $\frac{1}{4}$  in. wide, 6 $\frac{3}{4}$  in. high, 17 in. deep. Drawers inside clear, 10 $\frac{1}{2}$  in. wide, 4 $\frac{3}{4}$  in. high, 15 in. deep.

**No. 1042 C. F.** Two-drawer Check File Multiple. Case outside, 11 $\frac{1}{4}$  in. wide, 13 in. high, 17 in. deep. Case inside, 10 $\frac{1}{4}$  in. wide, 4 $\frac{3}{4}$  in. high, 15 in. deep.

**No. 532.** Two-drawer Cabinet for 5x3 Cards. Case outside, 11 $\frac{1}{4}$  in. wide, 4 $\frac{3}{4}$  in. high, 17 in. deep. Drawers inside clear, 5 $\frac{1}{4}$  in. wide, 3 $\frac{1}{4}$  in. high, 15 $\frac{1}{4}$  in. deep.

**No. 642.** Two-drawer Cabinet for 6x4 Cards. Case outside, 13 $\frac{1}{4}$  in. wide, 5 $\frac{3}{4}$  in. high, 17 in. deep. Drawer inside clear, 6 $\frac{1}{4}$  in. wide, 4 $\frac{3}{4}$  in. high, 15 $\frac{1}{4}$  in. deep.

**No. 852.** Two-drawer Cabinet for 8x5 Cards. Case outside, 17 in. wide, 6 $\frac{3}{4}$  in. high, 17 in. deep. Drawers inside clear, 8 $\frac{1}{4}$  in. wide, 5 $\frac{3}{4}$  in. high, 15 in. deep. This card Multiple is obtainable in Olive Green, Mahogany and Oak.



No. 852

## MEDART STEEL LOCKERS.



B 16

Single Tier Lockers, Wall Type, as illustrated above can also be supplied in back-to-back type and in groups of as many lockers as desired, or single lockers. The doors may be lowered to provide ventilation as shown here, or they may be perforated where generous ventilation is required.

### STANDARD SIZES OF MEDART STEEL LOCKERS.

The sizes listed are carried in stock. The doors are louvered or perforated and punched for locks and all parts are enameled after orders are received.

It is necessary in every instance to specify cabinet arrangement, style of lock, color and type of door perforation wanted.

#### SINGLE TIER LOCKERS.

Catalog Number	Size in Inches			Catalog Number	Size in Inches		
	Width	Depth	Height		Width	Depth	Height
324	12	12	60	328	12	15	72
325	12	15	60	329	12	18	72
326	12	18	60	331	15	12	72
346	15	12	60	330	15	15	72
347	15	15	60	331	15	18	72
348	15	18	60	332	18	18	72
349	18	24	60	333	18	24	72
327	12	12	72				

#### DOUBLE TIER LOCKERS.

Catalog Number	Size in Inches			Catalog Number	Size in Inches		
	Width	Depth	Height		Width	Depth	Height
320	12	12	36	322	12	12	42
321	12	15	36	323	12	15	42
340	15	12	36	343	15	12	42
341	15	15	36	344	15	15	42
342	15	18	36	345	15	18	42

Medart Steel Lockers are a necessity in well equipped banks, offices, stores, factories, schools and clubs.

Medart Steel Locker is made of special locker-steel, the result of many years experience. The frame is strong and rigid and will hold the lockers square and true, so that the doors always fit and the locks are always engaged. The bottoms of the lockers are made flush with the frame making them easy to clean. The legs are adjustable to overcome irregularities in floors. The doors are scientifically made to obtain strength and rigidity and to prevent buckling or sagging. The hinges are welded to the frame so that they will last as long as the door, —which is a life-time. These hinges are almost entirely hidden. All single tier steel lockers have the three-point locking device, making the lockers theft and trouble proof. The doors of the double tier lockers have a two-point locking device which is amply sufficient for that size door.

### SINGLE TIER AND DOUBLE TIER LOCKERS.

The illustrations on this page show only the single tier lockers, but double tier lockers which have only about one-half the room can be furnished.

We will be glad to send a special catalog giving full information on Medart Steel Lockers.



B 16

### Medart Steel Golf Locker.

Golf Lockers, as illustrated above, can be supplied singly or in groups of as many as desired, either wall or back-to-back types.

## ALLSTEEL "A" LABEL SAFES.

The GF Allsteel Label which this safe bears is the assurance that it has passed an even more rigid test than the Underwriters' Laboratories require. The two labels which are on your GF Safe—the Allsteel Label and the Underwriters' Label—are the indication that the safe affords your records the highest degree of known practical protection.

**ACCESSIBILITY.** The position of the hinges on the doors and the light weight of the safe enable it to be placed in any position. With doors open ninety degrees, the removal of all interior equipment is possible.

**EFFICIENCY.** The GF Allsteel Safe enables records to be kept where they are used and increases efficiency by saving time and steps. The interior equipment can be made up from our Unette and Wydesteel lines which are subject to rearrangement and can be removed later and used elsewhere should the occasion demand.

**PORTABILITY.** Because of its extraordinary lightness and the double-action, swivel casters, the GF Allsteel Safe can be easily moved to any position in the office.

**SAFETY TRIGGER LOCK.** This is an additional safeguard against thieves. It prevents the opening of the safe by driving the tumblers out of place.

**LOW INSURANCE RATES.** With this safe you obtain the lowest rate given to any except the prohibitively expensive burglar proof safes.

### Your GF Allsteel "A" Label Safe Must Live Up to These Standards.

When the Underwriters' Class "A" Label is placed on your Allsteel Safe, you are assured that you have not purchased an unknown quantity but have based your confidence on a definite degree of safety which has been measured by the following tests:

#### EXPLOSION HAZARD TEST.

An exact duplicate of your safe is placed in a hut, 8'x8'x10', with oil-soaked lumber piled about and over it which, when ignited, generates a quick heat of about 1700 degrees. The safe must have an interior temperature under 300 degrees, and must show no signs of gas generating in the insulation. Experience has shown that in a quick, hot fire, a safe having faulty insulation will explode, due to gases generated in the insulation. The above test guards you against this risk.

#### STRAIGHT HEAT RUN TEST.

Another GF Allsteel Safe is selected at random and is placed in a furnace for a period of four hours with the heat reaching a peak temperature of 2000 degrees, the heat intensity being registered by pyrometers. Paper burns at 460 degrees, but that a great margin of safety be given, the temperature inside the safe in this test must not exceed 300 degrees, this interior temperature being registered by means of recording thermometers placed inside the safe. This reproduces the conditions of an exceptionally severe fire in a modern fire-resistive building.

#### DROP TEST.

A GF Safe is placed in the furnace and left for one hour with temperature rising to a maximum of 1700 degrees. It is then hoisted and dropped, while red hot, 30 feet clear on to a concrete floor covered with broken brick. After this it is given one more hour inside the heated furnace, upside down. The test requires that the papers inside must not be charred. This duplicates the conditions in the complete destruction of a combustible building.



No. 6430.

With Underwriters Class "A" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	51 1/2"	79 1/2"	40 3/4"
Inside clear.....	43 1/2"	62"	30"



No. 6219.

With Underwriters' Class "A" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	46 1/2"	67 1/2"	30"
Inside clear.....	35 1/2"	50"	19 1/4"

STANDARD FINISHES—OLIVE GREEN AND MAHOGANY.

## ALLSTEEL "A" AND "B" LABEL SAFES.



No. 6319.

With Underwriters' Class "A" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	46 1/2"	79 1/2"	30"
Inside clear.....	35 1/2"	62"	19 1/2"

No. 6327.

Dimensions.			
	Width	Height	Depth
Over-all.....	46 1/2"	79 1/2"	38"
Inside clear.....	35 1/2"	62"	27 1/2"



No. 6119.

With Underwriters' Class "A" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	28 1/2"	67 1/2"	30"
Inside clear.....	17 1/2"	50"	19 1/2"



No. 6019.

With Underwriters' Class "A" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	28 1/2"	47 1/2"	30"
Inside clear.....	17 1/2"	30"	19 1/2"



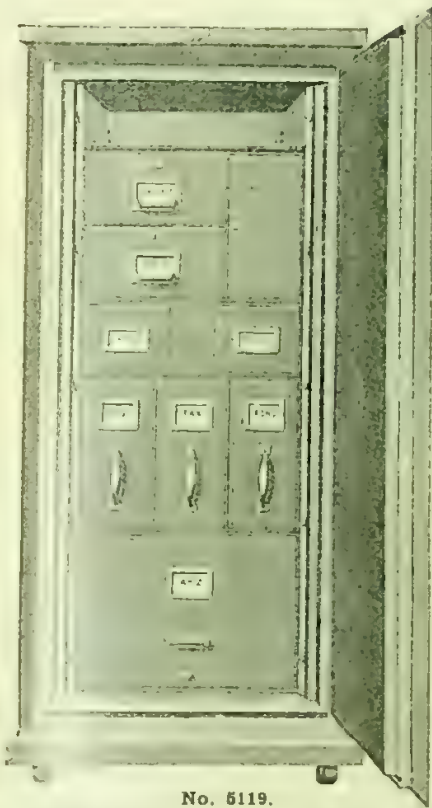
No. 5430.

With Underwriters' Class "B" Label.

Dimensions.			
	Width	Height	Depth
Over-all.....	51 1/2"	76 1/2"	38 1/2"
Inside clear.....	43 1/2"	62"	30"

Are your records protected from fire?—If not, you need an Allsteel Safe

# ALLSTEEL "B" LABEL SAFES.

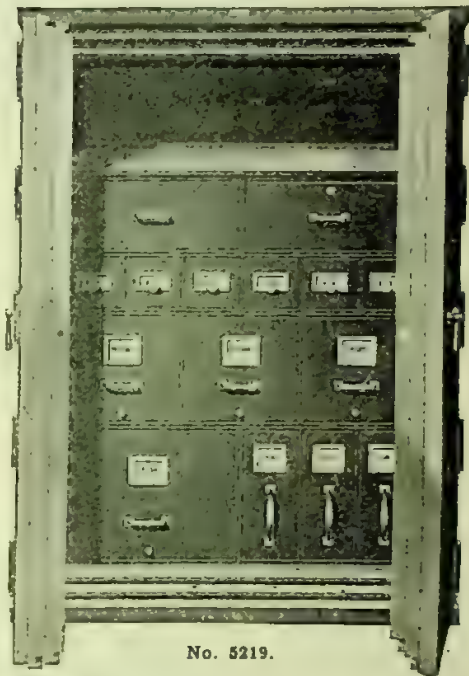


No. 5119.

With Underwriters' Class "B" Label.

Dimensions.			
	Width	Height	Depth
Over-all	26 1/4"	64 3/4"	27 1/4"
Inside clear	17 1/4"	50"	19 1/8"

**Note.**—The Underwriters' requirements for the award of the Class "B" Label Safes depicted are similar to those for the "A" Label with the one exception that in the straight heat run test the "B" Label Safe must withstand heat reaching a peak temperature of 1850 degrees for a period of two hours instead of 2000 degrees for four hours. Both safes are subjected to the same standard explosion and drop tests as described.



No. 5219.

With Underwriters' Class "B" Label.

Dimensions.			
	Width	Height	Depth
Over-all	43 3/4"	64 1/4"	27 1/4"
Inside clear	35 1/8"	50"	19 1/8"



No. 5319.

With Underwriters' Class "B" Label.

Dimensions.			
	Width	Height	Depth
Over-all	43 3/4"	76 1/4"	27 1/4"
Inside clear	35 1/8"	62"	19 1/8"



No. 5019.

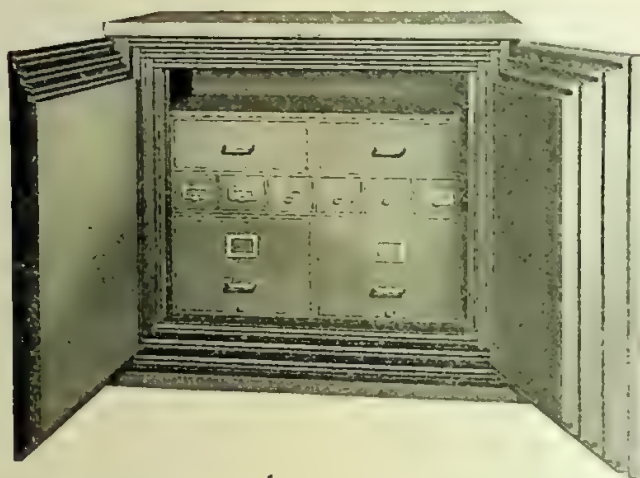
With Underwriters' Class "B" Label.

Dimensions.			
	Width	Height	Depth
Over-all	26 1/4"	44 3/4"	27 1/4"
Inside clear	17 1/4"	30"	19 1/8"

No. 5327.

Dimensions.			
	Width	Height	Depth
Over-all	43 3/4"	76 1/4"	35 1/4"
Inside clear	35 1/8"	62"	27 1/8"

## ALLSTEEL COUNTER HEIGHT SAFE.



This new Allsteel Counter Height Safe meets the demand for a safe which can be used in conjunction with Counter Height Files, thus making it possible to safeguard vital business records and at the same time combine files, safe and counter. In this way, space can be conserved and files can be kept where most convenient.

This new Counter Height Safe is the same construction as the regular line of Allsteel "A" Label Safes. This "A" Label is a safe of utmost protection.

The Safe is built on a structural steel framework, heavily reinforced. The insulation is molded around this steel framework completely embedding it and giving it maximum protection. The framework and insulation are then baked to expel all moisture.

In this Safe, the insulation and framework form a solid unit, greatly strengthening that part of the wall, which protects the valuable records from penetrating heat. The interior structure and insulation is encased in heavy sheet steel which forms the interior surfaces of the safe.

The interlocking tongues and grooves at the side, bottom and center of the doors absolutely insure against penetration of flames. In the event of safe dropping from a great height, these tongues and grooves are only more tightly interlocked by the impact.

These safes are awarded the "A" Label after all of the severe tests that are specified by the Underwriters' Laboratories.

This Counter Height Safe can be furnished with a Linoleum top or with a Steel top and if it is desired, swivel casters can be added. When the casters are added, it makes the safe higher than a counter height filing cabinet.

Interiors for this Counter Height Safe may be equipped by the installation of Unette and Wydesteel Sections described on other pages.

### Stock Numbers and Dimensions of Counter Height Safes.

**No. 6919**, as illustrated above, with Linoleum top and without casters.  $46\frac{3}{4}$  in. wide, 42 in. high,  $30\frac{3}{16}$  in. deep over-all. Dimensions clear inside,  $35\frac{1}{8}$  in. wide,  $29\frac{7}{8}$  in. high,  $19\frac{1}{8}$  in. deep.

**No. 6919-S**, with Steel top and swivel casters.  $46\frac{3}{4}$  in. wide,  $47\frac{1}{2}$  in. high,  $30\frac{3}{16}$  in. deep, outside over-all. Inside clear dimensions,  $35\frac{1}{8}$  in. wide,  $29\frac{7}{8}$  in. high,  $19\frac{1}{8}$  in. deep.

All interior fittings or extra equipment assembled from stock units to meet owner's requirements.

## ALLSTEEL SAFES, COMMERCIAL LINE

The GF Allsteel Commercial Grade Safes are insulated and built according to sound principles and are suitable for use in buildings where the fire hazard is practically negligible. All Commercial Line Safes are equipped with latest design combination locks. Double door models have eleven point locking device. All hinges are welded to doors and frames.



No. 201.

### Large Double Door.

Allsteel safes No. 201 and 201-A provide storage for records in fireproof buildings. The No. 201-A is 8 inches deeper than No. 200.

**Finishes**—Hard-baked enamel in mahogany or olive green.

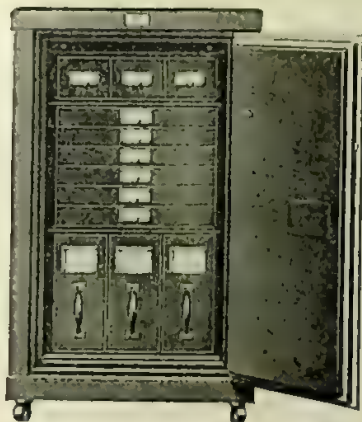
Both these safes will accommodate Wyde-steel or U-nette Filing Sections in unlimited combinations.

No. 201.

	Wide	High	Deep
Outside.....	42 $\frac{1}{4}$ "	72 $\frac{1}{4}$ "	23 $\frac{1}{4}$ "
Inside clear.....	35 $\frac{1}{4}$ "	62 $\frac{1}{4}$ "	19"

No. 201-A.

	Wide	High	Deep
Outside.....	42 $\frac{1}{4}$ "	73 $\frac{1}{4}$ "	31 $\frac{1}{4}$ "
Inside clear.....	35 $\frac{1}{4}$ "	62 $\frac{1}{4}$ "	27"



No. 50.

### Small Single Door.

This is a small individual safe for private offices, small businesses and private homes. It will accommodate a limited number of U-nette filing units in various combinations.

**Finishes**—Mahogany or olive green.

	Wide	High	Deep
Outside.....	24 $\frac{1}{4}$ "	39 $\frac{1}{4}$ "	23 $\frac{1}{4}$ "
Inside clear.....	17 $\frac{1}{4}$ "	30"	19"



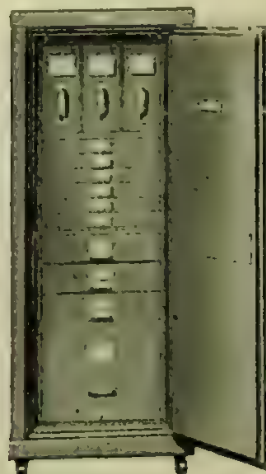
No. 200—Small Double Door.

Arrangement made up of Wyde-steels and U-nettes intermembered, and adjustable plain and roller shelving. This is only one of the many possible for this safe.

**Finished**—In hard baked enamel in mahogany or olive green.

	Wide	High	Deep
Outside.....	42 $\frac{1}{4}$ "	60 $\frac{1}{4}$ "	23 $\frac{1}{4}$ "
Inside clear.....	35 $\frac{1}{4}$ "	50"	19"

The cases of the commercial line of safes are made rigid by bracing all corners with crimped welded joints and by angle stiffeners at the side and back. Casters are firmly attached, an integral part of the safe, and permit its being moved readily. All safes in this line are of double wall construction and the walls are lined with asbestos. The doors are triple recessed clear around giving them high resistiveness, and making them dust-proof.



No. 100—Large Single Door.

This safe accommodates U-nette sections only and is built after the general method of construction of the Commercial Line. Any desired combinations of U-nettes can be stacked in this safe in accordance with individual requirements.

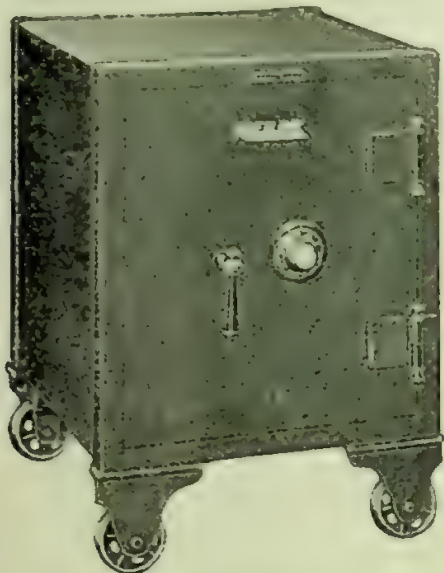
**Finishes**—Hard-baked enamel in mahogany and olive green.

	Wide	High	Deep
Outside.....	24 $\frac{1}{4}$ "	59 $\frac{1}{4}$ "	23 $\frac{1}{4}$ "
Inside clear.....	17 $\frac{1}{4}$ "	50"	19"

## MEILINK BUILT SAFES.

With Underwriter's "B" Label.

20% Discount on Burglar Insurance for Money and Valuables Kept in Meilink Built Safes.



Illustrating General Appearance of Nos. 20-C and 30-A when closed.

The Meilink Safes illustrated on this page are selected as being especially adapted to small business, professional and home use.

These Safes have been tested by the Underwriters' Laboratories to resist intense heat, reaching 1850 degrees Fahrenheit in two hours. Passing this test, these Safes were awarded the "B" Label.

We offer the following four points as proof of the great superiority of these Meilink Built Safes.

**First:** The heat resistance is proven by the Underwriters' "B" Label on each safe, plus the large margin of safety in "Thermo-cel" Insulation—the great heat retardant that will always serve its purpose.

**Second:** The strength is proved by the metals used in their construction. Heavy angular steel front and back frames, heavy steel flanged door jambs; one piece inside and outside steel walls locked into one unit of construction by steel stay rods and anchor parts, passing thru a solid cast Monolith body of "Thermo-cel" Insulation.

**Third:** The thief resistance is proven by the high-grade Bronze Case lock, the trigger guard in the lock case, the two drill-proof guard plates in front of the lock, the weak link in the bolt mechanism, the heavy door plate, the steel jambs and frames. These are the barriers that defy the burglar.

**Fourth:** The service is proven (a) by the fact that the Meilink Built Safe with steel flanged door jambs has never failed to preserve its contents in a fire; (b) by the fact that only a fraction of one per cent of the Meilink Built Safes that are attacked by cracksmen, fail, (c) with thousands of Safes of this type of construction in daily use, we do not know of one dissatisfied owner.

### FINISH.

These Safes are finished in Dark Brewster Green, rubbed and polished. The handles have Black grips with nickel trim. The combination dial has a black face with white letters and nickel knob. The hinges have nickel caps. These Safes can be finished with special colors at a special price.

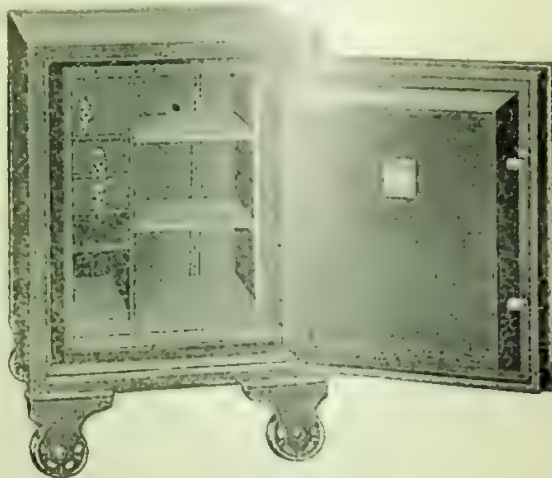
### SAFE NO. 20-C.

This is an ideal Safe for the small business man, professional man or the home.

It is 20 inches high, 15 inches wide, 15 inches deep inside and is 33 inches high, 22½ inches wide, 24½ inches deep outside. Weighs 520 lbs.

The inside equipment consists of one No. 20 Cabinet, equipped with two No. 15 C. S. Cabinet Shelves, one Sub-treasury, 4¾ inches high, 4¾ inches wide, 11½ inches deep; 2 lock drawers, 2½ inches high, 4¾ inches wide, 11½ inches deep; 1 file space, 2½ inches high, 4¾ inches wide, 11½ inches deep; 1 file space, 5 inches high, 4¾ inches wide, 11½ inches deep.

There are other interior arrangements with which this Safe can be equipped, but we have found this arrangement to be ideal for most purposes.



No. 20-C Open.



No. 30-A Open.

### SAFE NO. 30-A.

This is an ideal Safe for the merchant in order to protect his business records from fire and theft.

Its inside dimensions are as follows: 30 inches high, 18¼ inches wide, 20½ inches deep. Outside dimensions, 43 inches high, 25¼ inches wide, 30 inches deep. Weight, 915 lbs.

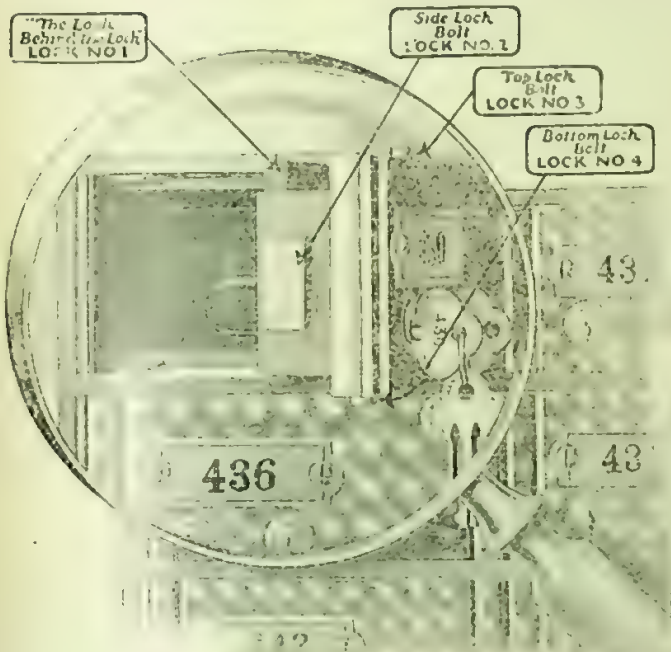
The inside equipment consists of one Locker Section, No. 504 L. This section is 9¼ inches high and contains 4 drawers with inside dimensions, 3½ inches high, 5¼ inches wide, 16½ inches deep, and one Locker, 8 inches high, 1½ inches wide, 16½ inches deep. All have separate keys. The Safe is also equipped with three No. 18 S. Plain Shelves.

We have found this inside equipment to be a very good one for a Safe of this size, but there are many other interior arrangements which can be substituted.

Every merchant is under a moral obligation to both his creditors and debtors to preserve his business records from fire and theft. Meilink Built Safes have established records in actual fires and burglaries that are unequalled.

# INVINCIBLE *Four Lock Door* Safe Deposit Boxes

*"Operates Like A Vault Door"*



LISTED AS STANDARD BY UNDERWRITERS' LABORATORIES.

Consider safe deposit boxes that have been investigated by the Underwriters' Laboratories, who after thorough tests, have found the Invincible "Four Lock Door" Safe Deposit Box to meet standard requirements for protection against burglary. This development of increased safety will enable you to gain preference among box renters and protect your interests as well.

With one simple turn of the key four massive locks instantly function. Sledging — Lock-punching — Sawing — Prying — STOPPED by the several patented locking devices that are combined in the **Four Super Locks** operating as one unit. This revolutionary development puts Invincible "Four Lock Door" Safe Deposit Box construction years ahead of anything else you can possibly buy.

- Lock No. 1.** A fixed steel barrier; stops lock-punching and door-sledging.  
**Lock No. 2.** Fourteen tumbler, double cylinder, non-pickable Lock, in bronze case, with corrugated liberty silver renter's key. (Requiring guard key.)  
**Locks Nos. 3 and 4.** Top and Bottom Lock Bolts operate like the bolts of your vault door and prevent prying.

## INVINCIBLE LOCKS AND KEYS.

Conforming to the practice of using only the best materials, Double Nose Safe Deposit Locks have been adopted for Invincible Standard Equipment. The quality of Invincible Safe Deposit Locks is recognized wherever safe deposit locks are used; and the many thousands of different keys that can be furnished with complete assurance that no key will unlock any other box than the one for which it is intended, make these locks the most desirable.

With two separate key cylinders, the box renter knows that his door is protected by two locks and as the guard and renter's keys are of different thickness and different height, the box renter knows that one key cannot be made to unlock both mechanisms. These locks can be used on doors  $1\frac{3}{4}$  inches high and upwards, and are furnished for right and left hand swing.

When a banker says it is frequently necessary to get into a box at once and that he can punch out the lock from other safe deposit boxes, he is stating the truth. But, unconsciously, he has given the best reason why he needs an Invincible installation. Every time a banker punches out a lock, he has destroyed in the mind of his customer a confidence which has taken years to build and, in quiet after-thought, the customer will not overlook this weakness. Bankers today realize the necessity of calling in a locksmith or a mechanic and having the noses of Invincible boxes bored out. In such emergencies, the renter is usually present and notes the extreme difficulty that the bank is put to in opening the box, the cost of which is of course charged to the customer. This not only convinces the renter of the security of his valuables, but his confidence in the bank itself becomes firmer.

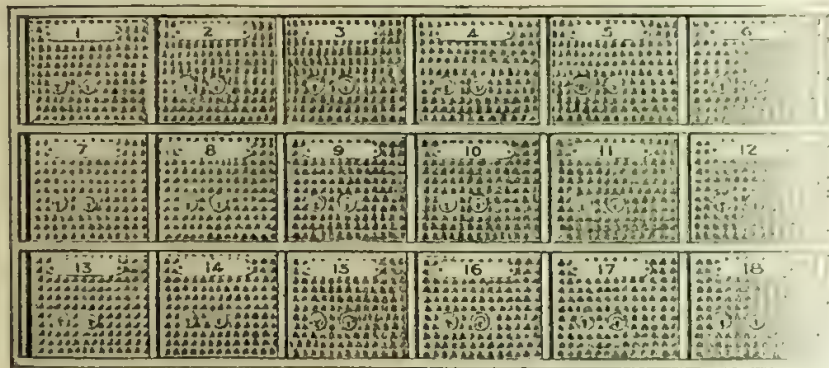


Corrugated Renter's Key  
Flat Guard Key

## INVINCIBLE SAFE DEPOSIT BOXES.

Invincible Safe Deposit Boxes are furnished in uniform sections of one size. They are designed to stack with each other and bolt together into a solid installation. All sections are 34 inches wide and  $14\frac{5}{8}$  inches high, but are made in two depths,  $16\frac{1}{4}$  inches and 24 inches. The safe deposit boxes in these sections are of six standard sizes, each section containing boxes of one size only. The size and number of boxes in each style of section follow:

- "C" Sections contain 42 doors, each  $13\frac{1}{4}$  in. x 5 in.
- "E" Sections contain 30 doors, each  $2\frac{5}{8}$  in. x 5 in.
- "D" Sections contain 18 doors, each  $4\frac{1}{2}$  in. x 5 in.
- "F" Sections contain 12 doors, each  $4\frac{1}{2}$  in. x  $7\frac{1}{2}$  in.
- "G" Sections contain 9 doors, each  $4\frac{1}{2}$  in. x  $10\frac{1}{2}$  in.
- "H" Sections contain 3 doors, each 14 in. x  $10\frac{1}{2}$  in.



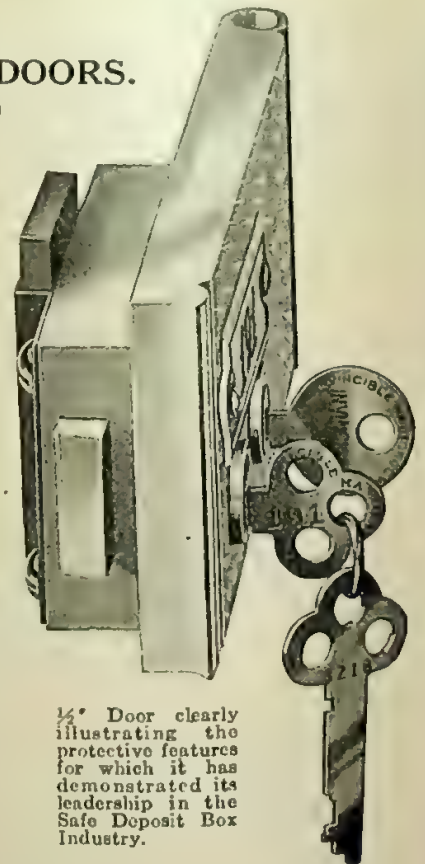
Type "D" section equipped with  $\frac{1}{4}$ " doors

## INVINCIBLE SAFE DEPOSIT BOX DOORS.

(Without Top and Bottom Auxiliary Door Bolts)

The "Lock Behind the Lock" is an exclusive and patented feature found only on Invincible Safe Deposit Boxes. It is a well-known fact that, before the advent of the "Lock Behind the Lock", all that fastened the lock to the door of a safe deposit box were three or four screws. Experience which has been costly has proven to many bankers that the threads of these screws are easily stripped by hitting the noses of the locks with a hammer. To overcome this drawback and eliminate a weakness in Safe Deposit Boxes, we perfected and patented the "Lock Behind the Lock".

Bankers have frequently stated that the exclusive "Lock Behind the Lock" feature has influenced their decision to order Invincible Boxes. It gives them an assurance of security unobtainable with other boxes.



$\frac{1}{4}$ " Door clearly illustrating the protective features for which it has demonstrated its leadership in the Safe Deposit Box Industry.

## INVINCIBLE SAFE DEPOSIT BOXES.

### BASES AND TOPS.

Individual base and top units are used with Invincible Safe Deposit Sections. The fronts of both the bases and the tops have the same bright jiggered nickel finish as the fronts of the sections.

A special size base or top will be furnished when necessary. In cases where an installation of Invincible Deposit Boxes is desired to completely occupy the space between floor and ceiling, the top will be made as a filler to exactly fit between the top section and the ceiling.

Bases are also furnished with 8-inch legs, making the total height of the base 12 inches. Leg or sanitary bases are furnished only when specifically ordered.

### BOND BOXES.

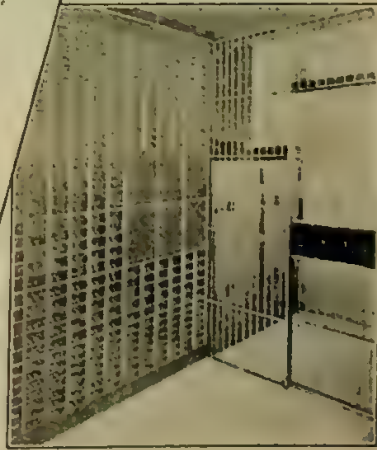
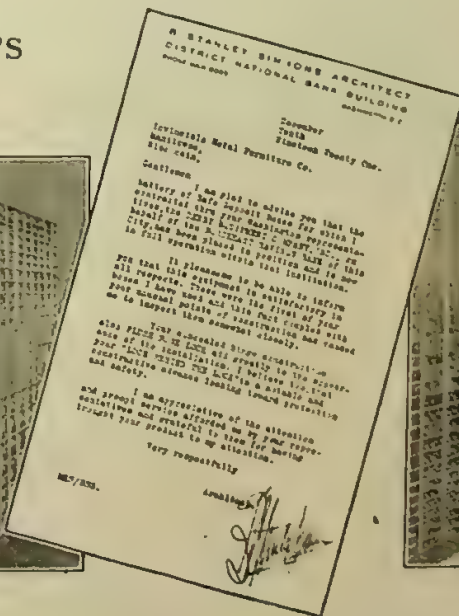
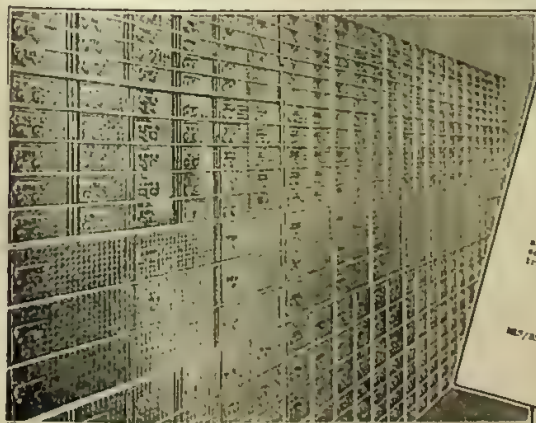
Invincible Bond Boxes are carefully made from selected sheet steel. The covers are securely hinged and reinforced. All edges are seamed, and corners welded, giving the box a substantial construction and appearance. Bond boxes are finished in a dark shade of olive green enamel. Each box has a hasp and handle on one end and is numbered to correspond with the number on the door. The boxes used in the 24-inch depth sections are made to open at both ends.

### KEY RACKS.

A key rack, designed to hold the keys for boxes not in use, is furnished with each installation of safe deposit boxes, if desired. The racks are made in four sizes: "E", "D", "F" and "G". The key racks for the "D", "F" and "G" sections are made double, one tier above the other, instead of single. While standard equipment, a rack is furnished only on request.

### TAKE AN ARCHITECT'S

### WORD FOR IT—



## VICTOR-CRANE HINGE VAULT DOOR.

### SPECIFICATIONS.

#### No. 7½ VICTOR STANDARD VAULT DOOR CRANE HINGE, SIXTEEN BOLT CONSTRUCTION.

**Outside Door.** Outer plate  $\frac{1}{2}$  in. steel, reinforced by  $3 \times \frac{1}{2}$  in. bar, with outside finishing plate  $\frac{1}{8}$  in. thick, thus showing  $1\frac{1}{8}$  in. thick on edge of door. Across middle of door, behind the lock, is a 5-ply steel plate  $12 \times \frac{1}{2}$  in. to protect the lock.

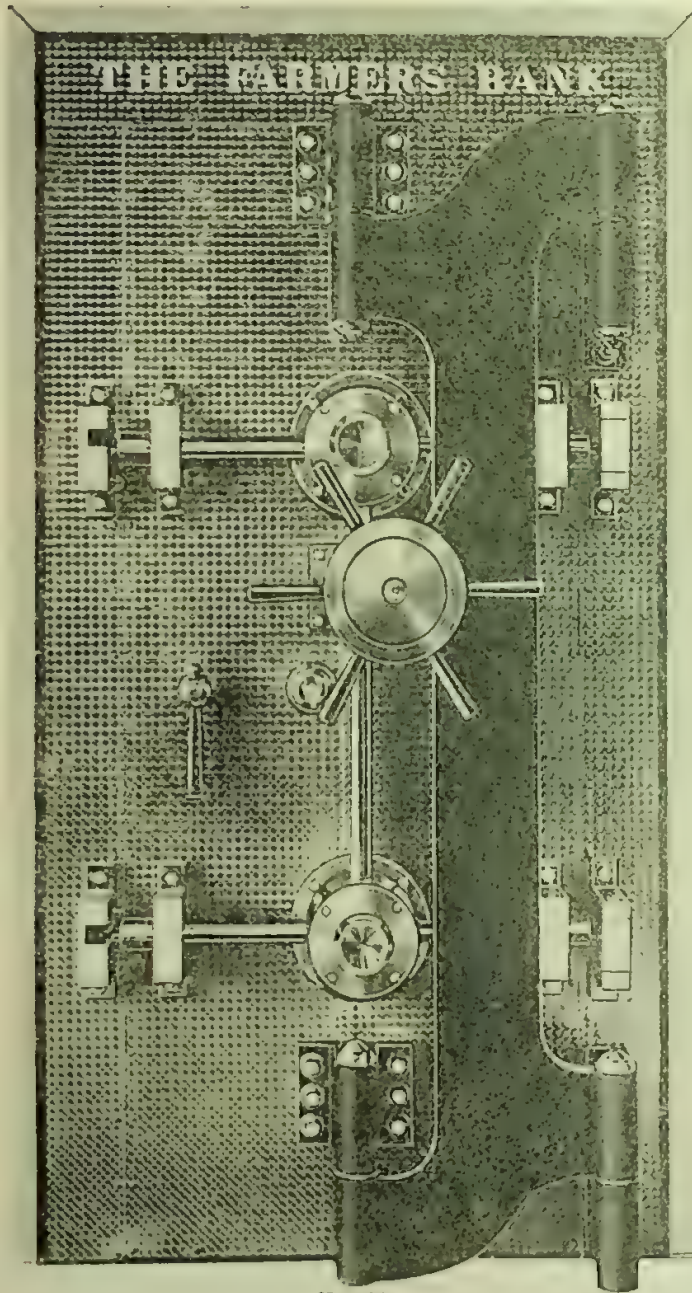
**Bolt Work.** Door is locked by 16 round cold-drawn steel bolts,  $1\frac{1}{4}$  in. in diameter, operating 6 forward, 6 back, 2 up and 2 down, geared in universal system at top and bottom through continuous steel frames; outer bolt frame  $2 \times 1$  in. and inner frame  $2 \times 1$  in. Bolt bars secured to frame by fillister head bolts tapped full thickness of the reinforcing bars. Beneath bolt work is a nicked and jiggered finishing plate, and over bolt work is a beveled plate glass door hung in metal frame.

**Lock.** Four-tumbler Victor standard combination lock which checks the bolts. Guarded by drill-proof steel plate and set in gun metal case.

**Hinge.** Door is swung on single cast Goose-Neck Crane Hinge with compound pressure system, worm gearing and pilot wheel. Crane hinge operates on adjustable steel pins set in hinge blocks. Gears on door are covered with heavy housing highly polished and nickel plated. Caps on housings are nickel jiggered.

**Vestibule.** Connecting outer and inner doors; 20 in. deep and made of heavy steel, reinforced by continuous  $1\frac{1}{2} \times \frac{1}{4}$  in. steel angle frames riveted both front and back. Back frame made of  $3\frac{1}{2} \times \frac{1}{4}$  in. steel and removable so that front can slide into place after construction work is completed.

**Inside Doors.** Double doors, overlapping and pocketing in vestibule. Made of  $\frac{3}{8}$ -in. steel plates. Both doors are secured by up and down flat bolts and center bolt, operated with T handle, checked by Victor flat key lock with duplicate keys.



No. 7½.

**Day Gate.** Constructed of  $\frac{1}{2}$ -inch cold-rolled steel rods, arranged perpendicularly and spaced  $1\frac{1}{4}$  in. on centers in cold-rolled steel frame  $1\frac{1}{4} \times 3\frac{1}{2}$  in. with cross bars. Spear heads on top of rods. Across the middle of gate is a finish plate. Gate swings on double acting gravity hinges and is fitted with key lock and alarm gong attachment so that it cannot be opened without ringing the bell, also spring bolt. Entire gate finished in nickel.

**Size.** Door opening 76 in. high, 31 in. wide. Wall opening 80 in. high, 35 in. wide, wall thickness 20 in. Clear entrance 76 in. high x 29 in. wide when inside doors are open.

**Weight.** Approximate shipping weight 2,550 pounds.

Victor Vault Doors are made in a variety of styles, one for every requirement. Write us for complete vault door catalog.

## OFFICE DESKS ARE IMPORTANT FACTORS IN OFFICE WORK.

The office desk is the most important piece of equipment in an office.

Over the office desks flow all the details, all of the control, all of the plans that affect the success of a business. Unless these desks are constructed and equipped to make easy, and to promote, the prompt performance of these essential tasks, they are a hindrance instead of a help.

An office desk should be as carefully selected for long life and for the special duties that are to be performed on it as any labor-saving machine in the factory. After the office desk has been carefully chosen, it should be equipped with the devices that expedite and make accurate the day's work.

In this catalog will be found a collection of desks in Steel and Wood that are as well constructed and as well designed as any the market affords and which will help you in the selection of the right desk for the right place. The range in prices, too, is wide enough to permit careful investment.

This catalog displays, in addition to the desks, a large assortment of the most efficient devices for the proper equipment of a desk, devices that can be used for any part of the desk and that increase the happiness and efficiency of the one using it.

Study this catalog carefully, for it is full of the equipment and devices that have been helpful in the success of other business.

## NEW ALLSTEEL DESKS.

The new 1600 Line GF Allsteel Desks meets the demand for a high-grade steel desk at prices that compare favorably with those of wood desks. New, improved methods of manufacture and volume production make it possible for us to sell these high quality GF Allsteel Desks at attractive prices.

All the superior features of GF Allsteel construction, and many new ones, are incorporated in the new 1600 Line. These features are listed in detail. In every way the new 1600 Line of GF Allsteel Desks lives up to the high standard of quality maintained by this company. In producing a steel desk to sell at a price competitive with wood, more offices can now enjoy the many advantages of GF Allsteel Desks.

All the skill gained in nearly a quarter century's experience constructing steel office equipment has been utilized in developing the new 1600 Line of GF Allsteel Desks. High in quality, beautiful and dignified in appearance, and efficient in operation these new GF Allsteel

Desks embrace many new and improved features. Because of perfected methods of construction and volume production, we are able to market the 1600 Line at a price competitive with wood desks.

To be able to sell the new 1600 Line of Desks at attractive prices is an accomplishment of which we are justly proud.

Steel office furniture is everlasting. A GF Allsteel Desk will last a lifetime. It will always look new. It will never warp, crack, check or splinter. GF Allsteel Desks are dust-proof, vermin-proof and fire-resistive.

Inspect the new GF Allsteel Desks. They will surely please you.



Style	Length	Depth	Height	Drawers
No. 1660 R Roll Top Desk	60"	34"	Over-all, 42 1/4" Writing Top, 30 1/2"	4 Storage 1 Letter 1 Center
No. 1660 R6 Roll Top Desk	60"	34"	Over-all, 42 1/4" Writing Top, 30 1/2"	6 Storage 1 Center

### DESCRIPTION.

**General Appearance.** Finished in Olive Green or Mahogany baked-on enamel. The Mahogany gives a very rich effect. The Olive Green is restful to the eyes and harmonizes with all office finishes and furnishings. Oak and Walnut finishes are supplied on special order.

**Desk Construction.** Only the highest grade open hearth steel sheets, made to our specification, are used. Electric spot welding are utilized wherever possible to eliminate the use of bolts and rivets. No seams or joints are visible anywhere. All desks are finished with a 1/8-inch bronze binding strip and bronze feet. The bronze binding strip protects the edge of the writing top and gives the entire desk a refined appearance. The strip is not mitered but is a continuous piece, slightly rounded at the corners.

Desks are paneled at ends and back. Panels are set in from the legs adding greatly to the appearance of the desk. All drawers have hooded pulls designed to give maximum finger room and to conform to the general lines of the desk. The soft green shade of the battleship linoleum top is restful to the eyes, there being no glare or gloss. Lines of the desk are symmetrical throughout giving a business-like appearance. All desks have ample knee space. The elimination of the center legs adds greatly to the comfort of the user. Legs are one piece, square tubular construction, extending from floor to top.



Style	Length	Depth	Height	Drawers
No. 1660 F Flat Top Desk	60"	34"	30 1/4"	4 Storage 1 Letter 1 Center
No. 1660 F6 Flat Top Desk	60"	34"	30 1/4"	6 Storage 1 Center



Style	Length	Depth	Height	Drawers
No. 1645 F Flat Top Desk	45"	34"	30 1/4"	1 Storage 1 Letter 1 Center

**Writing Top.** The writing top of all desks is dark green battleship linoleum. The top plate is reinforced to insure a perfectly plain working surface at all times, free from warping, cracking, checking or

OLIVE GREEN AND MAHOGANY FINISHES.

## NEW ALLSTEEL DESKS.

splintering. The linoleum top is securely cemented to it, being applied under pressure and heat. It is protected by a narrow bronze binding strip, so designed as to take all the wear at the edge of the linoleum. The top can be washed frequently with ordinary soap and water. Overturned ink bottles or stains from pens will not permanently disfigure the top. Tops are fadeless and not easily scratched. The top has a smooth, kid finish, pleasing to the touch and the color is restful to the eyes.

**Sliding Shelves.** Sliding shelves are noiseless in operation, a cushion buffer absorbing all shock. Rigid steel construction assures horizontal position of shelves when extended to full length. Sliding shelf is provided with a natural, easy and positive finger grip.

**Letter and the center drawer is spacious, providing ample storage for large reports or miscellaneous articles in daily use. All drawers are dust-proof, vermin-proof, and though close-fitting, damp weather will not cause them to stick. Storage drawers provide for removable partitions, adjustable at one-inch intervals, dividing the drawers into sections. An improved and highly efficient method is provided to accommodate 5"x3", 6"x4" and 8"x5" cards. The standard size letter drawer is equipped with a positive locking compressor easily adjusted to any position. Sides of letter drawers are cut away to give convenience in filing. All drawers are mounted on improved suspensions giving easy and quiet operation. When fully extended drawers remain horizontal and are equipped with stops to prevent accidental withdrawal. Drawers may be easily removed when desired and are interchangeable.**

**Locking System.** The locking mechanism for the pedestal drawers is operated by the center drawer. Pedestal drawers, that remain open when center drawer is locked, automatically lock when pushed shut. This is the most perfect locking mechanism ever incorporated in a desk.

**Clemco Typewriter Desk.** This desk is provided with patented mechanism to carry typewriter into pedestal of desk, typewriter remaining in an upright position during the entire operation. The typewriter is free from dust and dirt when not in use.

**Drophead Typewriter Desk.** The Drophead Typewriter Desk has improved carrier mechanism, perfectly balanced, assuring easy opening and closing. Bed on which typewriter rests has attachment facilities for all standard machines. The shelf extends from the desks providing comfortable sitting position for the operator. When lifting and lowering typewriter, the action of the mechanism is such that the carrier fully clears the knees of the operator when in a sitting position. Ample knee space when the desk is open or closed. Minimum effort required to raise and lower typewriter.

**Roll Top Desk.** The curtain runs in bronze channels and has a paracentric keylock. The centre drawer when closed locks all pedestal drawers. Opening of former releases all other drawers. The curtain being of steel construction, will not warp.



Style	Length	Depth	Height	Drawers
No. 1660 TW Double Pedestal Typewriter Desk	60"	34"	30 1/4"	4 Storage 1 Letter



Style	Length	Depth	Height	Drawers
No. 1660 FC Flat Top Desk with Clemco Attachment	60"	31"	30 1/4"	3 Storage 1 Center



Style	Length	Depth	Height	Drawers
No. 1645 TW Single Pedestal Typewriter Desk	45"	34"	30 1/4"	1 Storage 1 Letter



Style	Length	Depth	Height	Drawers
No. 1660 TD Table	60"	34"	30 1/4"	1 Center

OLIVE GREEN AND MAHOGANY FINISHES.

## NEW ALLSTEEL DESKS.

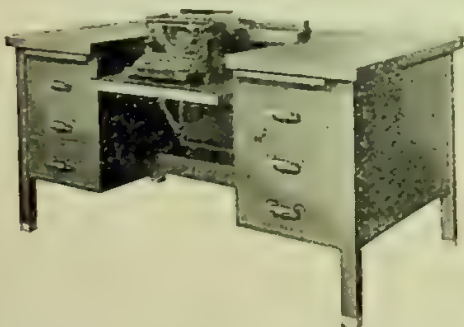
## 3200—THE EXECUTIVE LINE.



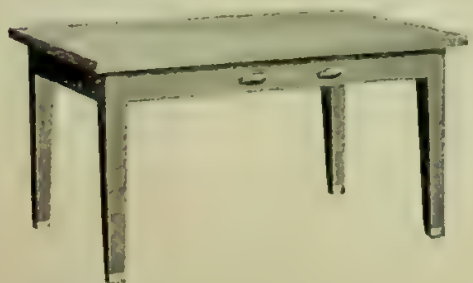
Style	Length	Depth	Height	Drawers
No. 3260-R. 60-Inch Roll Top Desk	60"	34"	42"	4 Storage 1 Letter 1 Center 4 3x5 Storage 1 Locker 2 Leg. Blank



Style	Length	Depth	Height	Drawers
No. 3260-F. 60-Inch Flat Top Desk	60"	34"	30½"	4 Storage 1 Letter 1 Center



Style	Length	Depth	Height	Drawers
No. 3260-T. W. 60-Inch Double Pedestal Typewriter Desk	60"	34"	30½"	4 Storage 1 Letter



Style	Length	Depth	Height	Drawers
No. 3260-T. D. 60-Inch Table	60"	34"	30½"	1 Center 22 ½"x21 ½"

The 3200 Line—the Executive Line, has all of the good points of the 1600 Line, and several additional features that accentuate the distinctive design evident in both grades.

This 3200 Line, a few of which are illustrated on this page, comprises the utmost in desk refinement. These desks are high in quality throughout. Nothing has been overlooked in making them handsome in appearance and serviceable in operation.

Wherever high quality is appraised at its true value, the 3200 Line will be appreciated. Every one of these desks has artistic lines and each represents a masterpiece in its particular class in point of design, utility and appearance.

The General Fireproofing Company are pioneer builders of steel office furniture and the collective knowledge, skill and experience gained in nearly a quarter century have been utilized in developing this 3200 Line of desks.

Included in the added refinements of this line are bronze hardware throughout, full panel backs and removable glass or permanent linoleum top on the sliding shelves. These desks have a special high-grade finish. They are the last word in quality construction.

**Drawer Dimensions.** The inside clear dimensions of the drawers in these desks are as follows: Storage Drawers 12 inches wide, 24½ inches deep and 5½ inches high. Letter Drawers, 12 inches wide, 22½ inches deep, 10½ inches high. Center Drawers, 22½ inches wide in 60-inch desk and 28½ inches wide in 66-inch desks, and 21¾ inches deep by 2½ inches high. The Roller Top Desks have 4 small drawers for 3x5 cards, 10½ inches deep; 1 Locker Compartment, 5 inches wide, 9¾ inches deep and 5½ inches high and two Legal Blank Drawers, 11½ inches wide, 10½ inches deep and 1½ inches high.

**No. 3260-R.** This is a 60-inch Roll Top Desk, finished in either Olive Green or Mahogany. It is made with a Battleship Linoleum Top and Panel Back. It is equipped with bronze hardware throughout and with bronze feet. The edge of the Linoleum Top is bound with a bronze binding strip. The center desk drawer which controls the locking mechanism of the desk is equipped with a Paracentric Lock. Removable glass or Battleship Linoleum Top on sliding shelves.

**No. 3266-R.** The same style desk as the No. 3260-R, but is 66 inches long. The extra width is given to the knee space in the center, the drawers with the exception of the center drawer, being the same style and dimensions.

**No. 3260-R 6.** Is the same style and size as the No. 3260-R, but has 6 storage drawers instead of 4 storage drawers and one letter drawer.

**No. 3260-F.** This is a 60-inch Flat Top Desk, finished in Olive Green or Mahogany. This desk has a Battleship Linoleum Top, with a bronze binding strip around the edges. The back is a full panel back. This desk is equipped with bronze hardware throughout and with bronze feet. The middle drawer controls the locking mechanism of the desk and it is equipped with a Paracentric Lock.

**No. 3266-F.** Is the same style desk as the No. 3260-F, but is 66 inches long. The knee space of the desk is 6 inches wider. The desk drawers, with the exception of the center drawer, being the same style and dimensions as the No. 3260-F.

**No. 3260-F 6.** Is the same style and size as the No. 3260-F, but has 6 storage drawers in place of the 4 storage drawers and 1 letter drawer.

**No. 3260-T. W.** This is a 60-inch Double Pedestal Typewriter Desk. Finished in Olive Green or Mahogany. It has a Battleship Linoleum Top, with bronze binding strip and full panel back. The top drawer in the right hand pedestal controls the locking mechanism of the desk and it is equipped with a Paracentric Lock. Bronze hardware is used throughout with bronze caps on the legs. Removable glass or Battleship Linoleum Top on sliding shelves.

**No. 3260-T. D.** This is a 60-inch Table, finished in Olive Green or Mahogany. It has a Battleship Linoleum Top, with bronze binding strip and is equipped with bronze hardware and bronze feet.

**No. 3266-T. D.** This is the same style as No. 3260-T. D., but is 66 inches long. It has one center drawer, same as No. 3260-T. D.

## ***GENERAL DESCRIPTION OF DESKS SHOWN ON PAGES 260 TO 265***

### **THE EXECUTIVE.**

The desk selected from this line is a very popular desk among discerning executives. It is made of the finest selected genuine Mahogany finished medium red or Walnut finished medium brown. Samples of the wood will be cheerfully furnished. The drawers are finished inside with genuine Mahogany or Walnut with hand rubbed finish. Drawer knobs and leg sockets are of light bronze cast in special design. The drawers have dust-proof partitions and are equipped with felt pads to insure quiet operation. There are four drawers in the right hand pedestal and three, one a deep drawer, in the left. The drawers are exceptionally well made and will not bind in any climate.

### **THE VENETIAN.**

This desk has an individuality that is appreciated by executives who desire an especially attractive desk. It is made of American Black Walnut throughout, with dull rubbed finish. A sample will be gladly furnished. It has three drawers in right hand pedestal and two, one a deep one, in the left hand pedestal. Drawer interiors are of genuine Walnut, hand rubbed. Drawer knobs and fittings are of oxidized old brass. The pedestals have metal bottoms. The top has heavy moulding edge, with mitered corners.

### **THE FINANCIER.**

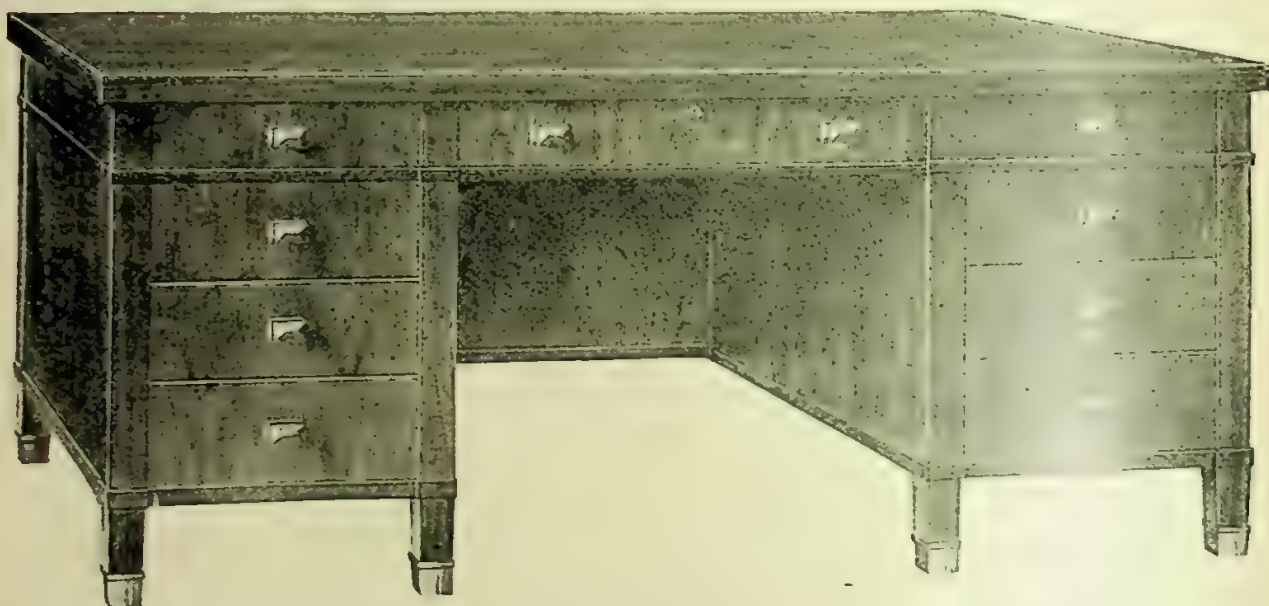
The two desks shown from this line are extremely popular with executives. These desks are made throughout of genuine Honduras Mahogany, American Walnut and in the flat top style, also in Quartered White Oak. Samples of woods cheerfully furnished. The drawer interiors are of genuine wood to match desk with hand rubbed finish. Hardware is light bronze cast in special design. The tops and Deck Tops banded with heavy moulded edge, with mitered corners. Non-sticking, automatic locking mechanism and metal bottoms to pedestals.

### **THE CORPORATION.**

These desks are made of Quartered White Oak, with full quartered oak exteriors, and Combination Mahogany and Combination Walnut, with genuine wood tops and panels. Samples of the woods showing finish cheerfully furnished. The drawer interiors are of hardwood finished in two-coat varnish finish. Hardware is cast bronze on Walnut desks and cast brass on Oak and Mahogany desks. The locking mechanism is non-sticking and the drawers are easy to operate and will not bind in any climate. Desks in this line can be fitted with green linoleum tops at a small additional charge.

## OFFICE DESKS.

## THE EXECUTIVE.

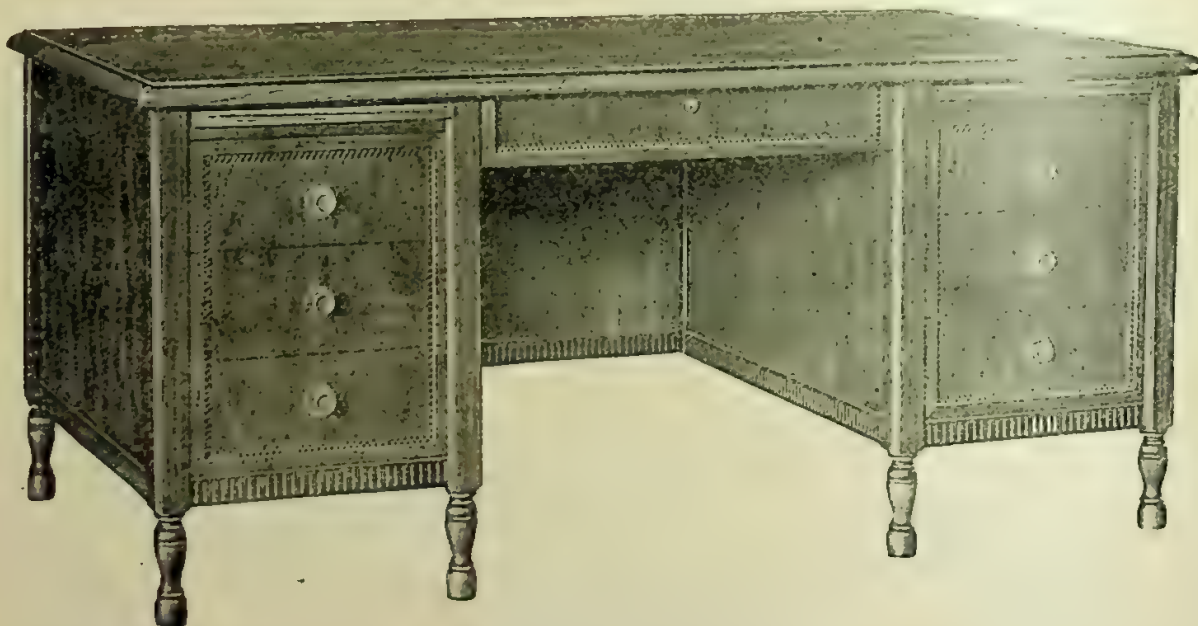


**The Executive.** This desk has all of the refinements and the conveniences appreciated by the modern executive. It is carried in Honduras Mahogany and American Black Walnut, trimmed with light bronze drawer knobs and leg sockets. Equipment consists of sliding pen and pencil tray, adjustable letter file in deep drawer, adjustable drawer partitions, pin tumbler lock, five-ply pedestal bottom, 3x5 card tray.

**Pattern No. 5372.** Specifications: Top, 72x38x1 1/4 inches; Legs, 2 1/2 inches; Height, 30 1/2 inches; Pedestal Drawers inside, 15x29x1 1/2 inches; Center Drawer inside, 28x39x3 3/4 inches.

Roll Top Desk to match this desk is No. 5172. Size 72x38 inches.

## THE VENETIAN.



**The Venetian.** This is an executive's desk that is handsomely proportioned and that has a distinguished appearance which is appreciated by those seeking a desk of unusual design. It is made of American Black Walnut throughout with oxidized old brass knobs cast in a special design. The drawer fronts are handsomely panelled to give a solid appearance to the pedestals. The legs are turned in a Venetian design. Every detail of construction and equipment is of the highest character.

**Pattern No. 8360.** Equipment: Correspondence File in deep drawer, Pen and Pencil Tray, Drawers grooved for 3x5 and 4x6 Cards, Adjustable Drawer partitions, metal pedestal bottoms.

Specifications: Top, 60x36x1 1/2 inches; Legs, 2 inches; Height, 30 inches; Pedestal Drawers inside, 13x26 3/4x4 3/4 inches; Center Drawer inside, 19x27x2 1/4 inches.

The above pattern is also made in 66 inch, both Roll and Flat Top styles. Roll Top No. 8166. Flat Top No. 8366.

## OFFICE DESKS.

## THE FINANCIER.



**The Financier.** Roll Top Desk illustrated above is made in Honduras Mahogany and American Black Walnut both finished medium. The drawer knobs and leg sockets are of light bronze and the drawer fronts have raised panels. The deep drawer in the right hand pedestal is fitted with a correspondence file and there is a pen and pencil tray in center drawer. In the pigeon hole section is a lock compartment and several convenient sized drawers and compartments. The desk drawers are grooved for 3x5 and 4x6 cards, with adjustable partitions. The curtain is dust-proof, knife-proof and non-sticking. The pedestals are made with Metal bottoms.

**Pattern No. 3166** is 66x38 inches with top  $1\frac{1}{4}$  inches thick; Legs are  $2\frac{1}{4}$  inches; Height of Desk, 43 inches; Pedestal Drawers inside,  $14 \times 29 \times 4\frac{1}{2}$  inches; Center Drawer inside,  $24 \times 25\frac{3}{4} \times 2\frac{1}{2}$  inches.

**Pattern No. 3172** is the same, but is 72 inches long; other dimensions being the same with the center drawer  $30 \times 25\frac{3}{4} \times 2\frac{1}{2}$  inches.



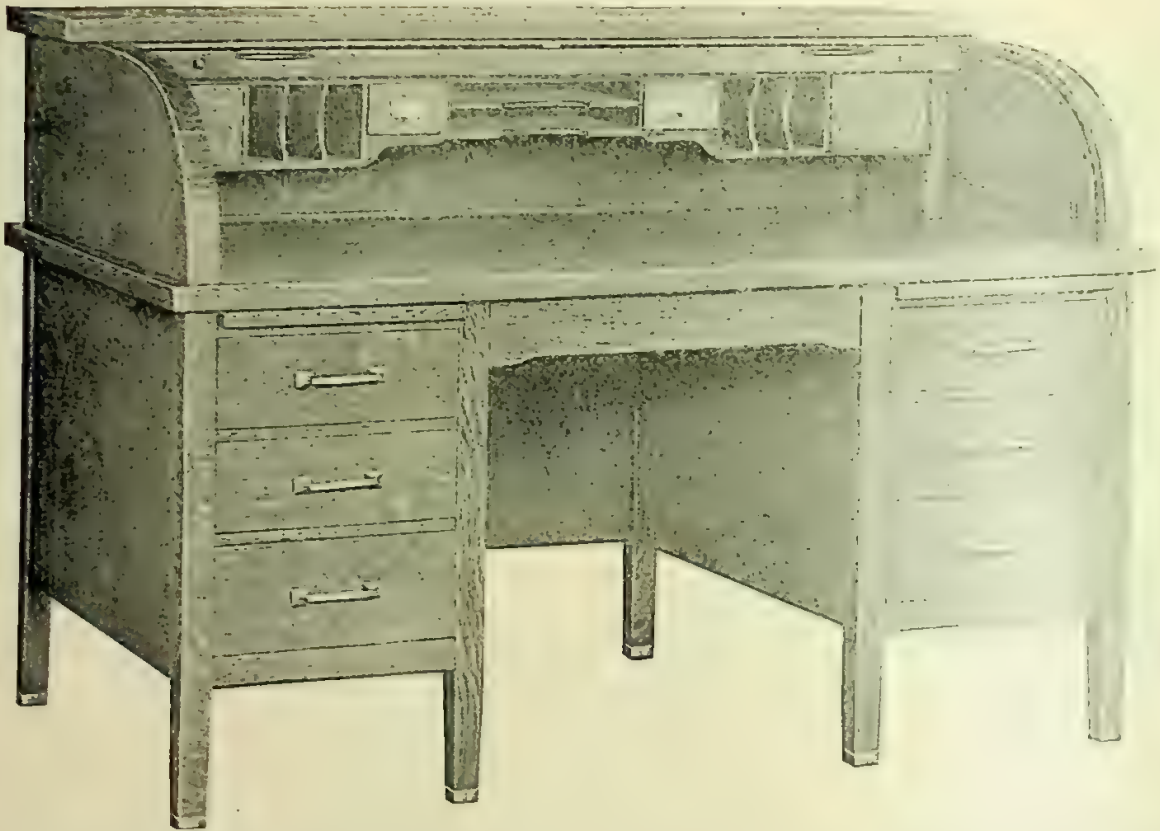
**The Financier Flat Top Desk.** This Desk is made in Quartered White Oak, Honduras Mahogany and American Black Walnut. The fittings and dimensions of the drawers in the pedestals are the same as the roll top desk described above.

**Pattern No. 3360.** Specifications: Top,  $60 \times 38 \times 1\frac{1}{4}$  inches; Legs,  $2\frac{1}{4}$  inches; Height, 30 inches; Pedestal Drawers inside,  $12 \times 20 \times 4\frac{1}{2}$  inches; Center Drawer inside,  $22 \times 28 \times 2\frac{1}{2}$  inches.

**Pattern No. 3366.** The same with top,  $66 \times 38 \times 1\frac{1}{4}$  inches with the extra width in the center drawer.

**Pattern No. 3372.** The same with top  $72 \times 38 \times 1\frac{1}{4}$  inches, with the extra width in the top drawer.

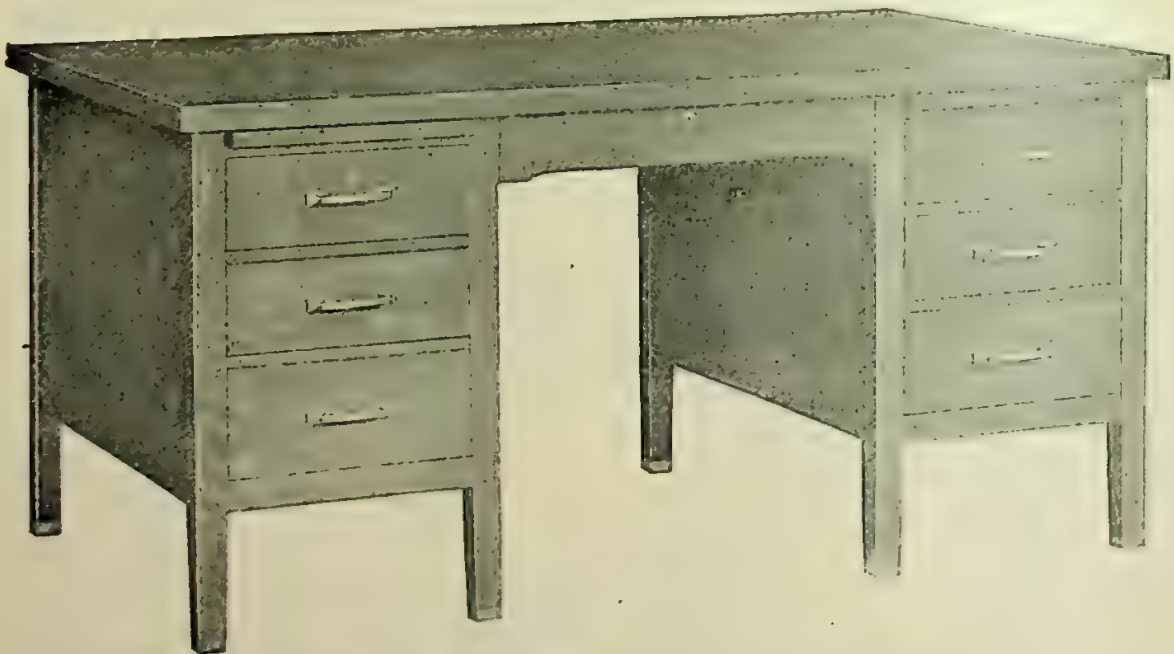
## OFFICE DESKS. THE CORPORATION.



**The Corporation.** Made in Quartered White Oak, with full Quartered Oak exteriors. Also made in Combination Mahogany with genuine Mahogany tops, panels, top ends and deck tops.

**Pattern No. 1160.** Roll Top. Equipment: Correspondence File, Pen and Pencil Tray, Metal Card Follower Block; Drawers grooved for 3x5 and 4x6 cards with adjustable partitions. Lock compartment in pigeon hole. Specifications: Top, 60x31x1 $\frac{3}{4}$  inches; Legs, 1 $\frac{3}{4}$  inches; Height, 43 inches; Pedestal Drawers inside, 13x20 $\frac{3}{4}$ x4 $\frac{1}{2}$  inches; Center Drawer inside, 22x26 $\frac{1}{2}$ x2 $\frac{1}{2}$  inches.

Other sizes in this style—No. 1152, Size 52x32 inches. No. 1166, Size 66x34 inches.



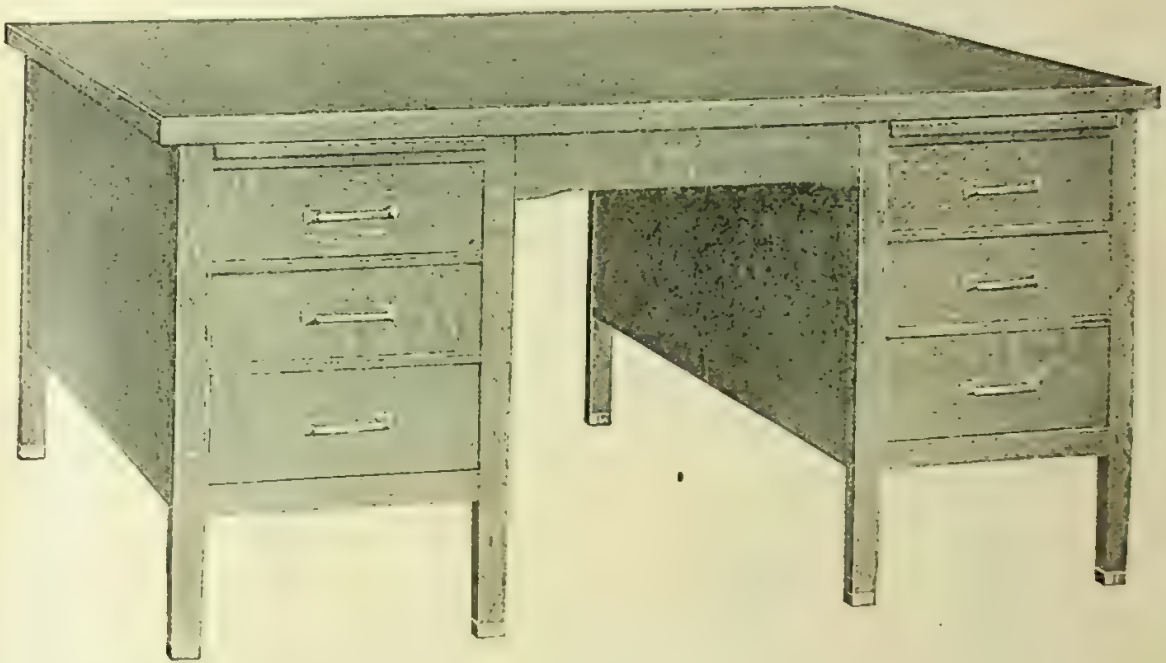
**The Corporation.** Flat Top. Made in Quartered Oak, also in Combination Mahogany and Combination Walnut with genuine Mahogany and Walnut tops.

**Pattern No. 1360.** Same drawer equipment and dimensions, as No. 1160 specifications. Top, 60x31x1 $\frac{3}{4}$  inches; Legs, 1 $\frac{3}{4}$  inches; Height, 30 inches.

Other sizes in this style—No. 1352, Size 52x32 inches. No. 1366, Size 66x34 inches.

## OFFICE DESK AND TABLE.

THE CORPORATION.



**The Corporation.** Double Flat Top Desk. Made in Quartered Oak with full Quartered Oak exterior. Combination Mahogany and Combination Walnut with genuine Mahogany and Walnut tops and panels. Finished hardwood interiors.

**Pattern No. 1460.** Equipment: Pen and Pencil Tray, Correspondence File, Metal Card Follower Block, Drawers, grooved for 3x5 and 4x6 cards, with adjustable partitions. Both sides of desk alike and contain same equipment.

**Specifications:** Top, 60x50x1  $\frac{3}{4}$  inches; Legs, 1  $\frac{3}{4}$  inches; Height, 30 inches; Pedestal Drawers inside, 13x20  $\frac{3}{4}$ x4  $\frac{1}{4}$  inches; Center Drawer inside, 22x17  $\frac{1}{2}$ x2  $\frac{1}{2}$  inches.

This style Double Desk also made in No. 1466, size 66x54 inches.



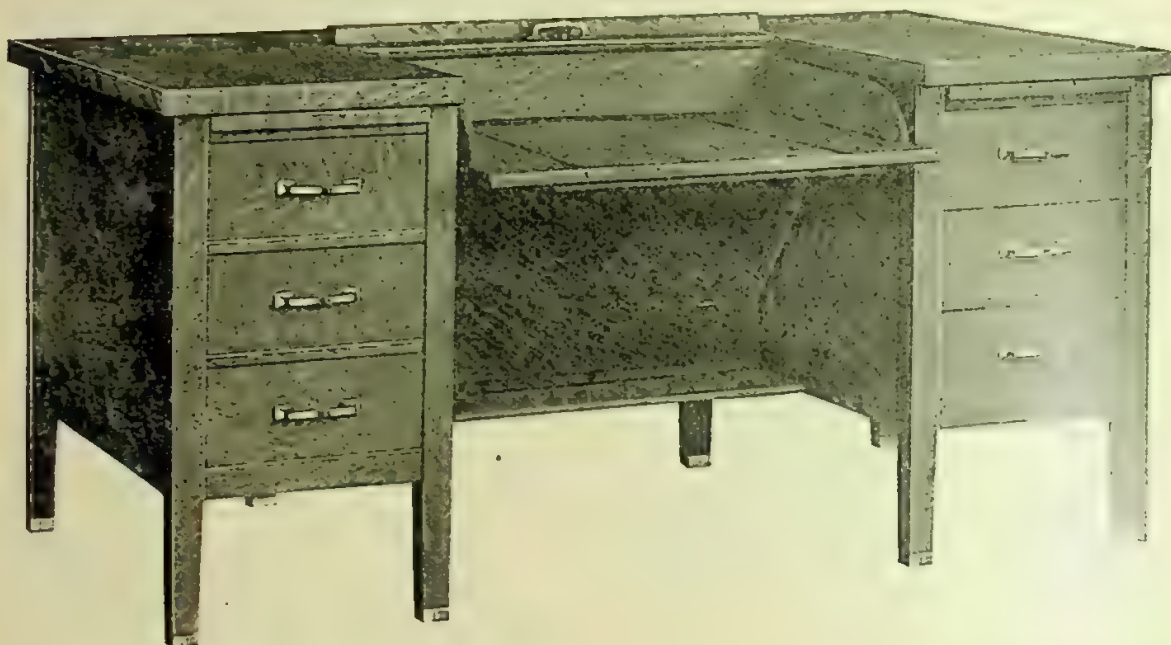
**The Corporation Table.** Made in Quartered White Oak with full Quartered Oak exterior, also in Combination Mahogany and Combination Walnut with genuine Mahogany and Walnut tops. The Table is well-proportioned and of sturdy appearance and construction.

**Pattern No. 1760.** Specifications: Top, 60x31x1  $\frac{3}{4}$  inches; Legs, 3  $\frac{1}{4}$  inches; Height, 30 inches; Drawers inside, 14  $\frac{1}{2}$ x19  $\frac{1}{2}$ x2  $\frac{3}{4}$  inches.

Other sizes in this style—No. 1752, size 52x32. No. 1772, size 72x34 and No. 1796, size 96x38.

## TYPEWRITER DESKS.

THE CORPORATION.

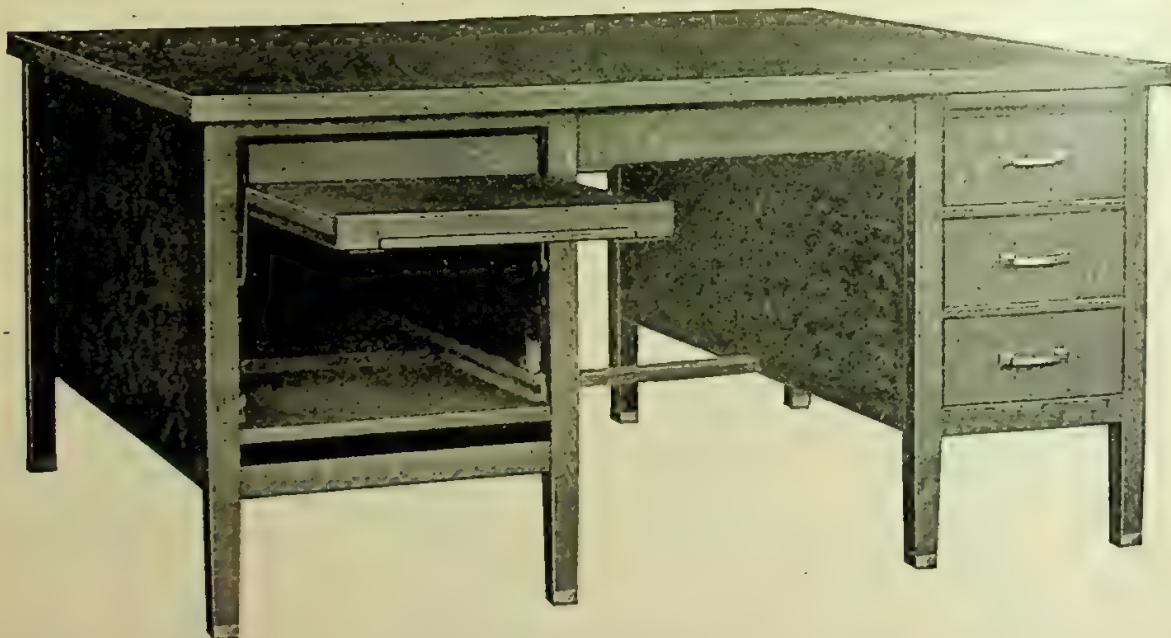


**The Corporation. Double Pedestal, Center Drop, Typewriter Desk.** Made in Quartered White Oak with full Quartered Oak exterior and in Combination Mahogany, with genuine Mahogany tops and panels. New mechanism allows desk to be used as a flat top with ample knee space. Removable and adjustable typewriter platform.

**Pattern No. 1556.** Equipment: Correspondence File, Metal Card Follower Block, Stationery Rack in upper right hand drawer. Automatic locking mechanism on right side. Center drawer guide with easy operating non-binding drawers.

**Specifications:** Top, 56x32x1 1/4 inches; Legs, 1 1/4 inches; Height, 30 inches; Pedestal Drawers inside, 11x21 1/2 (x1 1/2) inches. Clearance for typewriter, 32 inches.

**Other sizes in this style—No. 1552, size 62x32, No. 1560, size 60x32.**



**The Corporation Pedestal Typewriter Desk.** Made in Quartered White Oak with full Quartered Oak exterior, also in Combination Mahogany and Combination Walnut with genuine tops and panels. Regularly supplied with typewriter compartment on left hand, unless otherwise specified.

**Pattern No. 1660.** Equipment: Pen and Pencil Tray, Metal Card Follower Block Drawers grooved for 3x5 and 4x6 cards with adjustable partitions; stationery rack in upper right hand drawer. Typewriter platform has sliding note shelf.

**Specifications:** Top, 60x34x1 1/4 inches; Legs, 1 1/4 inches; Height, 30 inches; Pedestal Drawers inside, 11x20 3/4 (x4 1/4) inches. Center Drawer Inside, 20x17 1/2 (x2 1/4) inches.

## OFFICE DESKS.

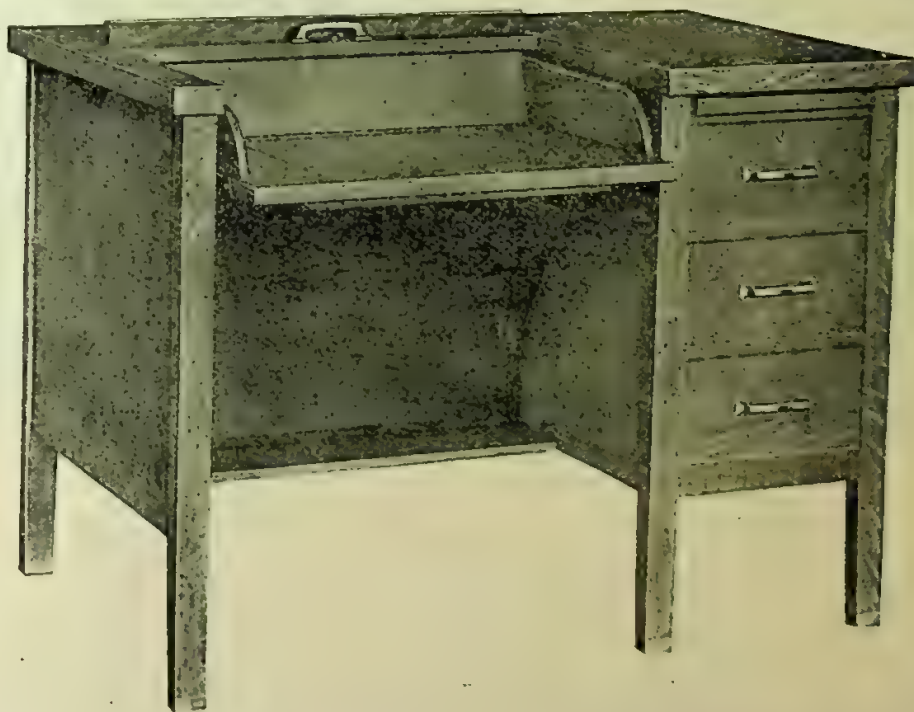
THE CORPORATION.



**The Corporation. Single Pedestal Desk.** Made in Quartered White Oak, with full Quartered Oak exteriors; also in Combination Mahogany and Combination Walnut with genuine tops and panels.

**Pattern No. 1342.** Equipment: Three single drawers in pedestal, Drawers grooved for 3x5 and 4x6 cards with adjustable partitions, Pen and Pencil Tray, Metal Card Follower Block.

Specifications: Top, 42x32x1 $\frac{3}{4}$  inches; Legs, 1 $\frac{3}{4}$  inches; Height, 30 inches; Pedestal Drawers inside, 10x24 $\frac{3}{4}$ x4 $\frac{1}{2}$  inches; Center Drawer inside, 23x17 $\frac{1}{2}$ x2 $\frac{1}{4}$  inches.



**The Corporation. Single Pedestal, Center Drop, Typewriter Desk.** Made in Quartered White Oak with full Quartered Oak exteriors; also in Combination Mahogany and Combination Walnut with genuine tops and panels. New mechanism allows desk to be used as flat top with ample knee space. Sliding adjustable and removable typewriter platform.

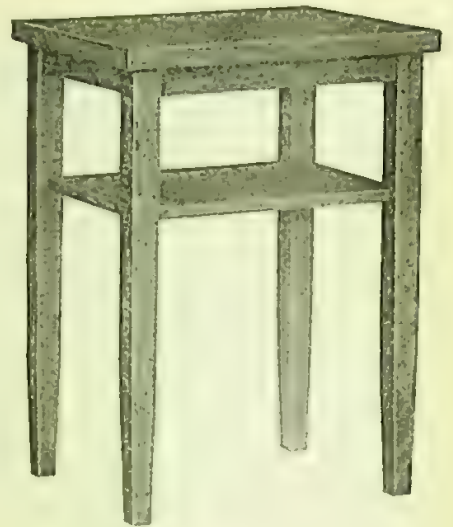
**Pattern No. 1542.** Equipment: Three single drawers, grooved for 3x5 and 4x6 cards with adjustable partitions. Stationery rack in upper right hand drawer, Metal Card Follower Block.

Specifications: Top, 42x32x1 $\frac{3}{4}$  inches; Legs, 1 $\frac{3}{4}$  inches; Height, 30 inches; Pedestal Drawers inside, 10x24 $\frac{3}{4}$ x4 $\frac{1}{2}$  inches; Clearance for typewriter, 23 inches.

## OFFICE TABLES.

**The Corporation Telephone Stand.** This stand is designed to match the desks in the Corporation group shown on the preceding pages. It is made in Quartered White Oak, Combination Mahogany and Combination Walnut.

**Pattern No. 120.** Specifications: Top, 20x16x1¼ inches; Legs, 1¾ inches; Height, 28½ inches.



## ADD-A-UNIT SECTIONAL OFFICE PARTITIONS.



Typical Add-a-Unit Sectional Office Partition Installation.

Add-a-Unit partitions are all that the word implies. They are built in individual sections and set in position unit by unit until the complete space is enclosed. Each unit section is complete in every detail and equipped with glass and hardware, also finished, so that partitions can be placed in position by an erecting carpenter without any preliminary work. The cost of erection is slight as compared with special partitions. The Units are made in widths from 2 to 4 feet in 6-inch multiples, and fitting strips are arranged to fasten to the wall where room dimensions cannot be accommodated by units of standard widths.

Add-a-Unit Partitions are of standard height, which is 7 feet 2 inches, in a number of attractive designs, with upper structures for private office arrangements; also low railings, in fact, we furnish complete office and bank equipment of Add-a-Unit Sectional Construction.

This line includes cashier's cages, wicker work, grill work, check counters, storage cupboards, cash drawers, brass railings, metal window signs, telephone booths, cashier's desks, bank counters, etc.

Send us your floor plan and let us submit a lay out.

If necessary we can send an experienced man to superintend erection of these fixtures.

Ask for complete catalog.

## GENERAL DESCRIPTION OF DESKS SHOWN ON PAGES 268 TO 272.

The desks shown on these pages are what might be termed medium priced desks. These desks are, however, extremely well made of the very best materials and the utmost care is used in the finishing, materials and operations.

The writing beds and Deck Tops are of 5-ply construction,  $1\frac{1}{4}$  inches thick on Nos. 106, 107, 108, 105, 102, 103, 104 and 101. All others have 5-ply construction, 1-inch thick. The posts and arms are  $1\frac{3}{4}$  inches thick. The drawers are dove-tailed front and back with 3-ply bottoms. The drawer sides and backs are of hardwood. The Roll Top Desks are fitted with well made pigeon-hole boxes and have locker compartments and convenient drawers.

These desks are shown in this catalog because of their popularity among careful buyers and we recommend them to any one desiring desks of high character at a medium price.

## OFFICE DESKS.



This is a splendid Roll Top Desk for the general office. It has Quartered Oak front, Writing Bed and Deck Top, remainder Select Plain Oak with Dull Finish. Top Pedestal Drawers have movable partitions; lower right hand drawer is double depth, partitioned for books. Automatic lock, curtain action locks pedestal drawers.

No.	Length Inches	Depth Inches	Height Inches	Weight Lbs.
106	50	32	43	290
107	55	32	43	310
108	60	32	43	325



This is a well constructed desk designed for the use of Salesman or others not requiring large desk space. It has Quartered Oak Front, Writing Bed and Deck Top, remainder Select Plain Oak, Dull Finish. Top Pedestal Drawer has movable partitions. Automatic Curtain Lock, Curtain action locks pedestal drawers.

No.	Length Inches	Depth Inches	Height Inches	Weight Lbs.
105	42	32	43	250

## OFFICE DESKS.



This is a well constructed Flat Top Desk for the general office. It has Quartered Oak Writing Bed and Front, remainder Select Plain Oak, Dull Finish. Top Pedestal drawers have movable partitions. Lower right hand drawer double depth, partitioned for books. Flat key locks upper drawers. Top pedestal drawer action locks lower drawers.

No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
102	50	32	30	200
103	55	32	30	210
104	60	32	30	225



This is a medium priced Single Pedestal Flat Top Desk for the Salesmen or the clerical worker.

It has Quartered Oak Front and Writing Bed, remainder Select Plain Oak, Dull Finish. Top Pedestal drawers have movable partitions. Flat key locks upper drawer and its action locks lower drawers.

No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
101	42	32	30	160

## OFFICE DESKS.



This is a well constructed, medium priced, Flat Top Desk. It is made of Select Plain Oak, Dull Finish. Total Drawers have movable partitions, lower right hand drawer, double depth, partitioned for books. Locks on upper pedestal drawers lock lower drawers.

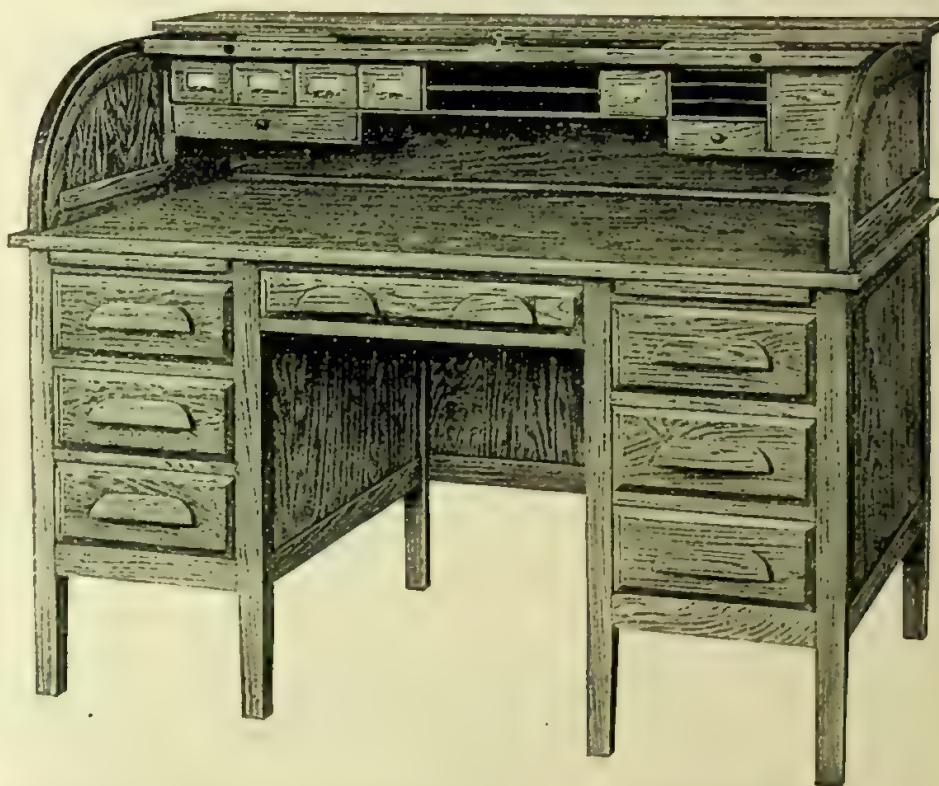
No.	Length, Inches	Depth, Inches	Width, Inches	Weight, Lbs.
22	50	32	30	190
23	55	32	30	210
24	60	32	30	225



A very moderately priced Single Pedestal Flat Top Desk. Made of Select Plain Oak, Dull Finish. Top Pedestal Drawer has movable partitions. Lock on upper drawer, action of this drawer locks lower drawers.

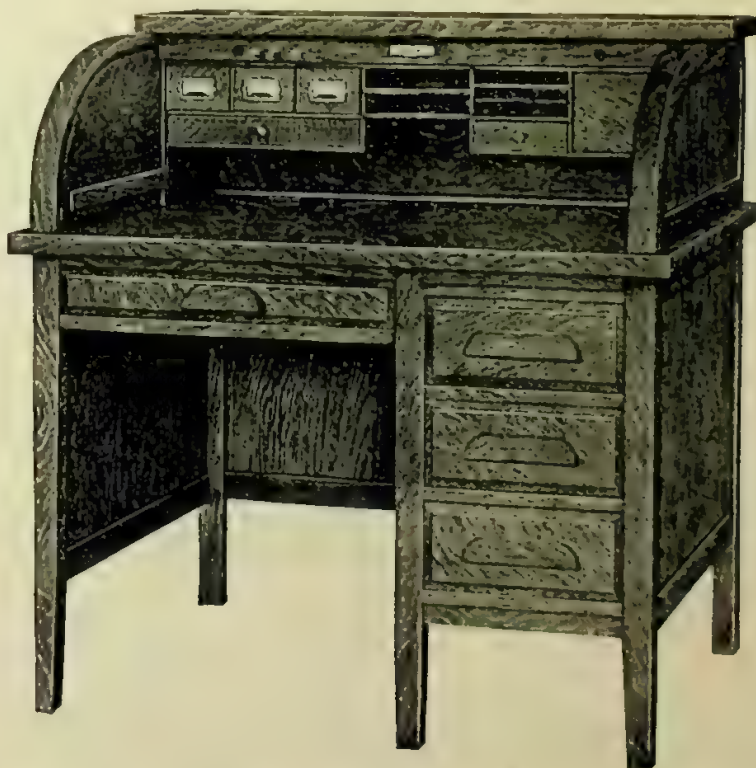
No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
5	42	32	30	150

## OFFICE DESKS.



A well constructed, medium priced, Roll Top Desk. Select Plain Oak, Dull Finish. Top Pedestal Drawers have movable partitions. Lower right hand drawer double depth partitioned for books. Curtain action locks pedestal drawers.

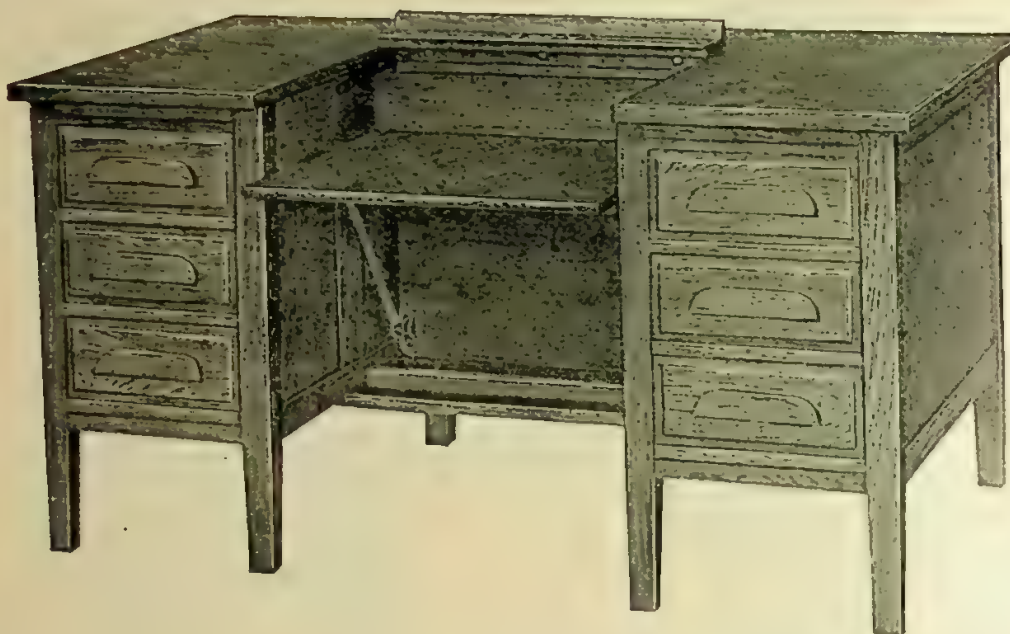
No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
85	55	32	43	275



A sturdy, Single Pedestal Roll Top Desk of medium price. Select Plain Oak, Dull Finish. Top Pedestal Drawer has movable partitions. Curtain action locks pedestal drawers.

No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
87	42	32	43	203

## TYPEWRITER DESKS.



A well constructed, medium priced, Typewriter Desk. Select Plain Oak, Dull Finish. Top drawers lock, action of top drawers locks lower drawers. Left hand upper drawer has movable partitions. Right hand upper drawer has stationery rack. Dust-proof typewriter compartment. Flat key lock on drop head and drawers.

No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
94	55	32	30	200



A splendid Single Pedestal, Flat Top, Typewriter Desk. Quartered Oak Top and Front, remainder Select Plain Oak, Dull Finish. Top drawer locks, its action locks lower drawers. Top drawer has movable partitions. Typewriter compartment dust-proof. Flat key lock on drop head.

No.	Length, Inches	Depth, Inches	Height, Inches	Weight, Lbs.
138	38	30	30	155

## DIRECTOR'S TABLE.



This is a handsome, dignified, sturdy Director's Table that will lend beauty to any Director's room.

It is made of selected Quartered Oak, dull rubbed finish. Tops are 5-ply wood with beautifully finished edges. Box base ends are built of  $\frac{7}{8}$ -inch 5-ply wood stock. Center column is made on the tables of 120-inch and 144-inch lengths. Stretcher-feet are made of built-up stock covered with  $\frac{1}{4}$ -inch veneer. Shelf is solid 1-inch with sides "Interlock Reinforced" to 2 inches. Under-top is finished and is reinforced with cleat construction that prevents warping. These tables are not equipped with drawers.

No.	Size, Inches	Top, Inches	Base Ends, Inches	Weight, lbs.
324 $\frac{1}{4}$ -72	30x 72	1 $\frac{1}{4}$	3 $\frac{1}{4}$	250
324 $\frac{1}{4}$ -96	42x 96	1 $\frac{1}{4}$	4 $\frac{1}{4}$	350
324 $\frac{1}{4}$ -120	48x120	1 $\frac{1}{4}$	4 $\frac{1}{4}$	450
324 $\frac{1}{4}$ -144	48x144	1 $\frac{1}{4}$	4 $\frac{1}{4}$	600

This Table also made in Mahogany and American Walnut in the same sizes. Mahogany No. 325  $\frac{1}{4}$ . American Walnut, No. 326  $\frac{1}{4}$ .

## BUSINESS TABLE.



This is an attractive, well constructed, Table for general office use.

It has a Quartered Oak top with frame and legs of Plain Oak. Mitre-joint plank edge top, 1  $\frac{1}{2}$  inches thick, with extra frame underneath to prevent warping. Drawers are dove-tailed front and back, with 3-ply, framed-in, bottoms. Finished in Light Golden color, Dull. Carried in three sizes:

No.	Size, Inches	Size of Legs, Inches
35-48	30x48	2 $\frac{1}{4}$
35-60	32x60	2 $\frac{1}{4}$
35-72	34x72	3 $\frac{1}{4}$

## OFFICE TABLES.



This group illustrates four sizes of our No. 26 Business Table. These are sturdy, attractive tables for general business use. They are made of Northern Gray Elm, finished Golden, Dull. The top is  $1\frac{1}{2}$  inches thick of plank construction with mitered-edges. A strip of solid stock is mitered into the edge at the top, enclosing the joints and making smoothly finished edges. No veneering to warp and crack off. An extra frame is made underneath the top to prevent warping.

Legs are  $2\frac{3}{4}$  inches thick. The two smaller sizes are fitted with one roomy drawer, the two larger sizes have two drawers. The drawers are dove-tailed front and back. Bottoms are 3-ply, framed-in. The drawers are built of hardwood and carefully finished inside.

No.	Size
26-36	24x36
26-48	30x48
26-60	32x60
26-72	34x72

## OFFICE TABLES.



This group illustrates our No. 20 Tables in its five sizes. These tables are well made and serviceable.

They are made of Northern Grey Elm, with golden gloss finish. The tops are  $7\frac{1}{2}$  inches thick and the legs are  $2\frac{1}{4}$  inches square. Each table has a roomy drawer built of hardwood and finished inside. The drawers are dove-tailed front and back and have 3-ply, framed-in, bottoms.

No.	Size
20-36	24x36
20-42	27x42
20-48	27x48
20-54	27x54
20-60	27x60

## COSTUMERS.



**No. 3005.** Height 73 inches. Pole 2 $\frac{1}{2}$  inches, tapering to 2 $\frac{1}{8}$  inches. Quartered Oak, solid Mahogany and American Walnut. Solid brass hooks. A very attractive costumer.



**No. 3002.** Height 71 inches. Pole 2 $\frac{1}{4}$  inches square. Quartered Oak and Mahogany. Brass plated hooks.



**No. 3001.** Height 70 inches. Pole 1 $\frac{3}{4}$  inches square. Quartered Oak and Mahogany Pole with Birch base. Brass plated hooks.



**Office Table.** This is a plain Oak Office Table with drawer and typewriter extension leaf. It is 32x18 inches, with a top one-inch in thickness of 5-ply built-up construction with veneered edges.

# UHL STEEL OFFICE FURNITURE.

## THE TYPEWRITER CABINET.



The Uhl Steel Typewriter Cabinet was designed to meet the needs of the stenographer. During the last ten years, thousands have been sold in offices and in homes for individual use.

The typewriter cabinet takes up very little room, as a study of the dimensions will prove. It protects the machine against dust. The stationery compartment brings supplies within easy reach and keeps them in good order. The movable feature provides an added characteristic of convenience and durability of construction throughout insures long and satisfactory service.

The cabinet is steel except the side leaves and the top upon which machine rests. The roll curtain automatically locks when closed. Both side leaves are raised for working convenience. The portable feature is controlled by a conveniently located lever which, when turned over, mounts the cabinet on easy-rolling fiber bronze bearing casters, or places it upon feet that rest firmly on the floor.

**Finish.** All over Olive Green enamel, including wood parts, or Maroon enamel with Birch Mahogany wood parts, and on special order, with quartered oak wood parts and Olive Green metal finish. Made in two sizes.

**The No. 651 Typewriter Cabinet.** This is the smaller size used in offices where extreme economy of space must be exercised or for the use of personal workers, such as ministers, lecturers, writers.

Extreme width when open, 44½ inches. (Side leaves 13 inches wide, 17 inches deep). Inside working space, not including cabinet for stationery, 40 inches. Floor space when closed, 21½ inches wide, 24½ inches deep. Extreme height

15¾ inches wide, 13 inches high, and 17½ inches deep. Weight about 80 pounds.

**The No. 661-2 Typewriter Cabinet.** Extreme width, open, 49 inches. (Side leaves 14 inches wide, 20 inches deep). Inside working space, not including cabinet for stationery, 18¾ inches wide, 14 inches high, 20 inches deep. Floor space, closed, 23 inches wide, 27½ inches deep. Extreme height 40 inches. Weight about 90 pounds.

## "LITTLE DANDY" TYPEWRITER STANDS.

A "Little Dandy" alongside the desk, keeps the typewriter ready for instant use. Light, easily moved on fiber, bronze-bearing casters, thoroughly practical and capable of rendering a long period of service at very low cost.

Perhaps the billing clerk needs a stand for his duplicating register. Teachers in schools may need a stand for typewriters they use in making out reports.

In advertising departments or in editorial rooms of newspaper publishers, "Little Dandy" stands are often used for typewriter tables in place of more expensive equipment. These little stands also make possible, a more economical use of available space.

Wherever a stand is needed to bring something more closely to hand, or to support something permanently at about typewriter desk height, "Little Dandy" stands meet the need.



No. 671

The basic stand, No. 671, which is one style, is made either with or without raising or lowering device. This device makes it possible to place the stand upon leather-tipped feet while in use. Turning the lever, mounts it upon casters, so that it can be rolled anywhere. Side leaves which drop down when not in use, can be added to the No. 671, as in the various illustrations here shown. The No. 671-TS is identical with No. 671-RS, with the exception that it is provided with leaves on both right and left sides. Side



No. 671-LSX

leaves can be added to the basic stand any time, but the raising and lowering device must be incorporated in the original construction.

Finished in all over olive green enamel for wood surfaces as well as steel parts, or maroon enamel with birch mahogany wood parts.

"X" added to any of the numbers below, indicates raising and lowering device, which is \$2.75 list, extra, on any No. 671 type stand.

No.	Top Width Inches	Height Inches	Top Depth Inches	Price
671	17	26	14	
671-LS	29	26	14	
671-RS	29	26	14	
671-TS	41	26	14	



No. 671-RS

## "LITTLE DANDY", LARGE SIZE, WITH DRAWER.

Has larger working surface and convenience of drawer, 31½ inches wide, 1½ inches high and 13¼ inches deep, for carbon paper and supplies, etc. Top is 17x24 inches. Side leaves can be attached on either or both sides. All over olive green enamel finish or maroon enamel with birch mahogany wood parts.

"X" added to any of the numbers below, indicates raising and lowering device, which is \$2.75, list, extra on any No. 7800 type stand.



No. 7800-TS

No.	Top Width Inches	Height Inches	Top Depth Inches	Price
7800	24	26	17	
7800-LS	36	26	17	
7800-RS	36	26	17	
7800-TS	48	26	17	

## MAGAZINE AND CATALOG STAND.



No. 641

A convenient desk-high stand, with two shelves to make it adaptable to many requirements. Most frequently used for magazines and catalogs in constant use. Movable to desk or table on easy-running casters, which are regular, or can be equipped specially, with leather-tipped feet to make it stationary. Extensively used as a dictionary stand in schools—unabridged dictionary opens flat, which saves the binding.

Finish is standard olive green enamel over all, or maroon enamel with birch mahogany wood parts.

24 inches wide, 17 inches deep, 30 inches high.

No. 641.....\$

## MERCANTILE TABLE.

Convenient for mercantile report books, card index cases, ledger trays and other miscellaneous requirements of every office for a table readily moved about.

Stand can be furnished with leather-tipped feet, when casters are not desirable, or it can be equipped with raising and lowering device illustrated on No. 631-LSX.

No. 631.....\$



No. 631

## UHL STEEL OFFICE EQUIPMENT.



No. 7206-17-P. V.-W. C.

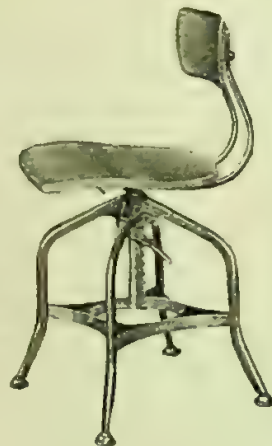
Swivel "Postur Chair" with Casters.

Seat, 16 $\frac{1}{4}$  inches wide, 14 $\frac{3}{4}$  inches deep. Minimum seat height about 17 inches with 4 $\frac{1}{2}$ -inch quick height adjustment. Back Support 6x12 $\frac{1}{2}$ , adjustable for height on spring steel supports. Casters, fibre, 2 inches in diameter, bronze bearing. Finish, Uhlgreen enameled metal parts with quartered Oak seat and back.

No. 7206-17-P. V.

Swivel "Postur Chair" without Casters but with steel swivel feet.

This chair is identical with 7206-17-P. V.-W. C. described above, except that it is equipped with steel swivel feet. These feet swivel by means of ball and socket and prevent injuring floors, even though the chair is tilted. Finish, Uhlgreen enameled metal parts with Quartered Oak seat and back.



No. 8500.

Uhl Steel "Postur Chair".

This chair is especially suited for Stenographers. The seat is 16 $\frac{1}{4}$  inches wide, 14 $\frac{3}{4}$  inches deep. Minimum seat height, 16 $\frac{1}{2}$  inches with 3-inch height adjustment. Back support, 6x12 $\frac{1}{2}$  inches, adjustable for height on spring steel supports. Casters, fibre 2-inch diameter, bronze bearing. Finish, Uhlgreen enameled metal parts, with Quartered Oak seat and back.

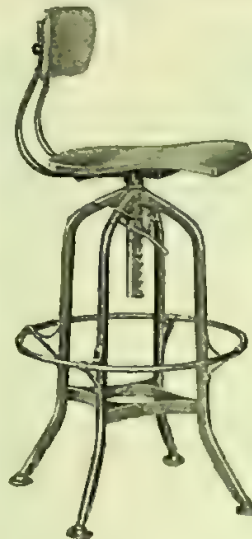


## ARM RESTS.

The Arm Rests shown on the illustration to the right can be furnished on any "Postur Chair". This feature is added to meet the demand for chairs of this type, suitable for use by department heads and others who consider arm rests an essential convenience.

The arm rests are of wood, supported on steel rests and are  $\frac{1}{2}$ -inch thick, 2 $\frac{3}{4}$  inches wide, 12 $\frac{1}{2}$  inches long and are furnished in solid Quartered Oak.

For Quartered Oak Arm Rests on 7206 or 8500 "Postur Chairs", add, \$



## HIGH DESK SWIVEL "POSTUR CHAIR".

With Steel Swivel Feet.  
No. 7206-28-P. V.

This desk chair for workers in banks and offices and for Cashiers in hotels, restaurants, moving picture theatres, stores, etc.

Minimum seat height about 28 $\frac{3}{4}$ , with 4 $\frac{1}{2}$ -inch height adjustment. This chair is also made in the following heights.

No. 7206-19-P. V. minimum height, 19 $\frac{1}{4}$  inches.

No. 7206-22-P. V. minimum height, 22 $\frac{1}{4}$  inches.

No. 7206-25-P. V. minimum height, 25 $\frac{1}{4}$  inches.

An 18-inch foot rest ring supported on brackets is regularly supplied on 7206-22, 7206-25 and 7206-28.

Steel swivel feet, 1 $\frac{1}{2}$  inches in diameter are furnished on all of these chairs. Finish, Uhlgreen enameled parts with Quartered Oak seat and back.

## HIGH DESK STOOLS.

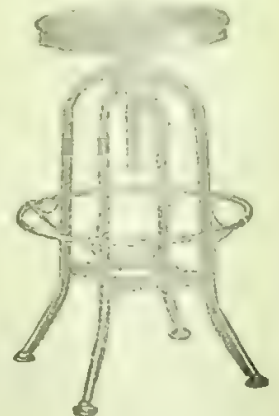
No. 626.

Revolving Seat Stools have a 4 $\frac{1}{2}$ -inch quick height adjustment and large spread floor base. They are equipped with steel swivel feet, 1 $\frac{1}{2}$  inches in diameter.

Nos. 626-28, 626-25 and 626-22 are furnished with an 18-inch foot rest ring supported on brackets. These stools are made in the following sizes:

No.	Minimum Height, Inches	Price
626-28-"C"	28 $\frac{1}{2}$	\$
626-25-"C"	25 $\frac{1}{2}$	
626-22-"C"	22 $\frac{1}{2}$	
626-19-"C"	19	

"C" represents 15 inches in diameter solid wood seat. Finishes, Uhlgreen enamel on wood and metal parts, or Uhlgreen enamel on metal parts, on Mahogany stained wood.



## ADDING MACHINE STOOL.

No. 626-17-"Lin-Uhl".

This is a low stool without back. It has revolving seat and same device for controlling seat height as on other stools shown. At low point, the seat is about 16 inches and has a 4 $\frac{1}{2}$ -inch quick height adjustment.

This stool is just the thing for Adding Machine Operators or other Clerical workers who use machines at which they are not permanently located.

This stool is equipped with "Lin-Uhl" seat (Linoleum inlaid in 14-inch diameter, perforated seat). Finishes, Olive Green all over or Maroon Enamel on metal parts with Mahogany stained wood parts.



## FILE STOOL.

No. 80-56.

The filing job is the most important in every office. Every manager and executive concedes that every device which promotes efficiency in the File Department is worth its cost.

This file stool will save its cost in time and efficiency many times over every day it is used. It takes the drudgery out of filing, because filing in the lower drawers is a back-breaking job. This stool eliminates backaches and makes the job easy.

Made entirely of steel, rigidly constructed, durable and safe. Wide leg spread prevents possibility of tipping. Perforated seat, 14 inches in diameter, 14 inches above the floor. Mounted on easy running, fibre, bronze bearing casters. Finishes, Uhlgreen, or Maroon Enamel.



## CONSTRUCTION FEATURES OF CHAIRS SHOWN ON PAGES 280 TO 287

Pictures and descriptions will give you an idea of what a chair looks like and what its purpose and dimensions are, but they do not tell you the features of construction that give a chair its value, that make it worthy of its cost and that assure you that your money will be invested in a chair that will serve you faithfully. For this reason we are giving a few details of the construction of this line of chairs.

The reliability of a chair depends upon the way its parts are joined together. The secret of the great strength of these chairs is in the **Twin Doweling**. At every stress point are two clean, strong maple dowels, whether the stress is up or down, it is a straight, tensile stress on one or both—instead of the rocking stress that cracks and loosens glue when a single dowel is used.

There is no tongue and groove construction in these chairs. Experience has proven that such construction is apt to split, especially in chair seats where the wood is thinned by scooping and saddling.

The spindles are solidly mortised top and bottom in square holes that hold them firm; dowels join the arms to the top for the support of extra weight; three long screws join the arm stumps to the seat and seat box; hand fitted corner blocks are glued and screwed to the seat box; two bottom cross stretchers, instead of the usual one, and strong bent stretchers instead of easy splitting sawed wood.

The chair irons on revolving chairs have a right angle spider instead of the usual "H" shaped iron, giving four widely separated points of attachment, front and rear and on either side. This places the screws at the thickest points of the chair seat and stops wabby side motion.

The chair iron springs are of the silent compression type mounted for balanced leverage movement. When tipped completely back the springs move over an arc only  $\frac{1}{2}$ -inch long. No spring breakage here—no weakening, and the pressure is constantly the same, once the pressure screw is adjusted.

Heavy contact points at the front prevent the seat from drooping forward. A rear set screw permits any desired adjustment of the chair's tilt—even to the point where it will not tilt at all.

A cold-rolled steel screw  $1\frac{1}{8}$ -inch in diameter by 9 inches long permits the chair to be raised a full  $3\frac{1}{2}$  inches above normal height. A simple thumb nut controls the raising and lowering feature, which locks automatically when the chair is at the desired height.

These features of construction have given this line of chairs their reputation for solidity and explains why they were specified by the General Supply and the Treasury Departments of our Government.

They also explain to you why you can invest money in any one of these chairs with perfect confidence.

## FINE OFFICE CHAIRS.

No. 860 $\frac{1}{2}$  E. L.No. 316 $\frac{1}{2}$  P. L.No. 300 $\frac{1}{2}$  P. L.

Since the world's business relations are based on confidence, it is certainly desirable that the general office of a stable, prosperous organization should radiate stability, prosperity and progressiveness. Chairs, such as shown on this page, will help to create such a feeling.

**No. 860 $\frac{1}{2}$  E. L.** This is a chair of unusual beauty and charm, suitable for officials' use.

It is fully upholstered in Top Grain Spanish or Morocco Leather with deep tufted cushion. The nails used with the upholstering are Antique Copper or Antique Brass. The chair is made of Quartered Oak, also of Solid Mahogany or Solid Walnut. All wood-work is beautifully finished and panelled and the construction is as near perfect as human ability can produce.

**No. 316 $\frac{1}{2}$  P. L.** An excellent chair for the executive, with back richly upholstered in genuine leather and perforated leather seat. This chair is generously large and constructed to give comfort and ease. Its mechanical construction is of the highest quality and its handsomely finished arms and wood-work make an unusually attractive chair. Made in Quartered Oak, Solid Mahogany or Solid Walnut. Dimensions: Height of back from seat, 18 inches; width between arms, 18 $\frac{3}{4}$  inches; depth of seat, 19 inches.

**No. 300 $\frac{1}{2}$  P. L.** A handsome and comfortable chair for the executive. Genuine leather back and perforated leather seat. A sturdy chair of excellent construction and appearance. Made in Quartered Oak, Birch, Solid Mahogany or Solid Walnut. Dimensions: Height of back from seat, 16 $\frac{1}{2}$  inches; width between arms, 19 inches; depth of seat, 18 inches.

## FINE OFFICE CHAIRS.

No. 300 $\frac{1}{2}$ -W.

No. 300-W.

The furnishings of the general office are an expression of the ideas of the management. The company's old customers may know that it is sound, successful and managed by capable men, but what about the prospects? They are influenced by outward evidence. Clearly, it is important to have them see chairs in use that reflect the quality keynote.

**No. 300 $\frac{1}{2}$ -W.** A splendid desk chair that is comfortable and attractive. It is of large proportions and constructed of excellent materials and with unexcelled skill. Made of Quartered Oak, Birch, Solid Mahogany or Solid Walnut.

Dimensions: Height of back from seat, 16 $\frac{1}{2}$  inches; width between arms, 19 inches; depth of seat, 18 inches.

**No. 300 $\frac{1}{2}$ -P.** The same as No. 300 $\frac{1}{2}$ -W., described above, except that it has a perforated leather seat over cane.

**No. 300-W.** An excellent side chair for the customer or visitor. Ample proportioned and very comfortable. Sturdy in appearance and in construction. Made of Quartered Oak, Birch, Solid Mahogany or Solid Walnut.

Dimensions: Height of back from seat, 16 $\frac{1}{2}$  inches; width between arms, 19 inches; depth of seat, 18 inches.

**No. 240 $\frac{1}{2}$ -W.** A handsome desk chair of unusual proportions. This chair is quite wide between the arms and is extremely comfortable in every way. Made in Quartered Oak, Birch, Solid Mahogany or Solid Walnut.

Dimensions: Height of back from seat, 16 inches; width between arms, 19 $\frac{1}{2}$  inches; depth of seat, 17 $\frac{3}{4}$  inches.

No. 240 $\frac{1}{2}$ -W.

## FINE OFFICE CHAIRS.



No. 240-W.

The chair that the customer or visitor is invited to use should be as carefully chosen as the desk chair, for it is the impression gained by the customer on his visit to you that adds or detracts from his confidence in your stability and ability. The chairs shown in this catalog are selected for their excellence of construction and appearance.

No. 240-W. A Side Chair that matches No. 240½-W., shown on the preceding page. It is a chair of ample proportions and decidedly comfortable and good-looking. You will never be ashamed to invite your best customers to sit in this chair. Made of Quartered Oak, Birch, Solid Mahogany or Solid Walnut. Dimensions: Height of back from seat, 16 inches; width between arms, 19½ inches; depth of seat, 17¾ inches.

No. 204½-W. An excellently proportioned chair with unusual width between the arms. This chair is very comfortable and every detail of construction and appearance is perfect. Made of Quartered Oak, Birch, Solid Mahogany and Solid Walnut. Dimensions: Height of back from seat, 16 inches; width between arms, 19¾ inches; depth of seat, 17¾ inches.

No. 204-W. A Side Chair to match No. 204½-W. with the same generous proportions and handsome appearance. Excellently finished and made. Made of Quartered Oak, Birch, Solid Mahogany and Solid Walnut. Dimensions: Height of back from seat, 16 inches; width between arms, 19¾ inches; depth of seat, 17½ inches.

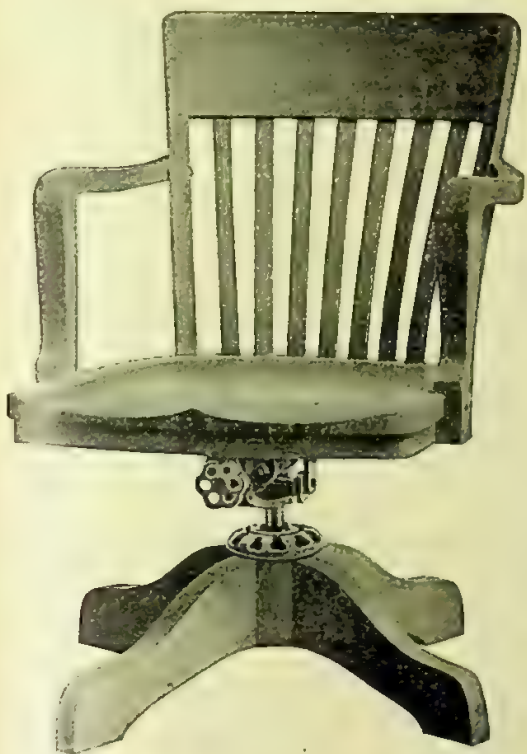


No. 204½-W.



No. 204-W.

## FINE OFFICE CHAIRS.



No. 212½-W.



No. 212½-P.



No. 212-W.

The secret of the superior strength of the chairs shown in this "Fine Office Chair" Section of our catalog is in the Twin Dowelling employed at every stress point. This results in a straight tensile stress on one or both dowels instead of the rocking stress that cracks and loosens glue when the single dowel is used. The chairs shown on this page have earned a splendid reputation in actual use in many offices.

No. 212½-W. A fine appearing and excellently constructed swivel desk chair with arms. This chair will add to the contentment and comfortableness of anyone who uses it. Made of Quartered Oak or Birch. Dimensions: Height of back from seat, 18 inches; width between arms, 18½ inches; depth of seat, 17½ inches. This chair is furnished with casters.

No. 212½-P. This chair is the same as No. 212½-W., except that it has a slip perforated leather seat over cane to add to its other comfort giving features. These chairs are excellently finished to bring out every natural beauty of the wood. Regularly furnished with casters.

No. 212-W. A side chair to match either No. 212½-W. or No. 212½-P. This chair has the same sturdy construction, the same comfortable features and the same beauty of finish of the other two chairs. It will add to the appearance of any desk and office, and will be appreciated by all who use it.

## FINE OFFICE CHAIRS.



No. 213½-W.



No. 213-W.

Two of the Office Chairs shown on this page have no arms which is a feature that is appreciated by all who have occasion to leave their desk frequently. The third chair shown has comfortable arms that adapt it for those who desire them. Both of the swivel chairs shown here are regularly furnished with casters. All of these chairs have the excellent construction features and the high finish that gives all of the chairs in this section of "Fine Office Chairs" their enviable reputation.

**No. 212½-W.** A Desk Chair without arms, with high comfortable back and generously proportioned seat. Made in Quartered Oak and Birch. Dimensions: Height of back from seat, 18 inches; width of seat, 17¾ inches; depth of seat, 16¼ inches.

**No. 213-W.** A Side Chair to match No. 213½-W. This is an excellently proportioned chair that is very attractive and suitable for any part of an office. Made in Quartered Oak or Birch. Dimensions: Height of back from seat, 18 inches; width of seat, 17¾ inches; depth of seat, 16¼ inches.

**No. 280½-W.** This is a well proportioned Swivel Desk Chair with arms. The back is shaped to make it very comfortable and there is ample room between the arms. Made of Quartered Oak, Birch or Walnut.



No. 280½-W.

## FINE OFFICE CHAIRS.

It has been the purpose of our long years of effort to offer to our customers and prospective customers merchandise of real value. The chairs shown in this "Fine Office Chair" Section are offered with the idea in mind that they are investments and not a "buy".

These chairs are made of the very best woods with all of the skill that experienced artisans can acquire. Every part of them, from the spindle to the iron swivel mechanism, is subjected to the most careful tests in order to make each part bear its full proportion of the sturdiness that has made this line of chairs so popular.

No. 280-W. A Side Chair to match No. 280½-W., shown on preceding page. This chair has the roomy proportions and the sturdy construction that will make it an attractive and useful addition to any office. Made of Quartered Oak, Birch or Walnut.

No. 281½-W. A medium priced, swivel, Desk Chair that is well made and very comfortable. Made of Quartered Oak, Birch or Walnut. Casters are regular equipment.

No. 281-W. A Side Chair to match No. 281½-W., but suited for use in any part of the office. Strongly made and well proportioned. Made of Quartered Oak, Birch or Walnut.



No. 280-W.



No. 281½-W.



No. 281-W.

## FINE STENOGRAPHER'S CHAIRS.

A Stenographer's Chair should be extremely comfortable and built to hold the body in just the right position to relieve strain and make easy the operation of the typewriter from a natural position.

The chairs shown on this page have added to the comfort and happiness of stenographers in many offices.

These chairs have the same sturdy construction, the same excellent finish and appearance and the same generous proportions that have made the chairs in this line of "Fine Office Chairs" so popular.

**No. 1 C. D.** An excellent chair for the stenographer. Has cane seat and back. Both seat and back adjustable to individual requirements. This is a chair that will be appreciated by any stenographer. Made of Quartered Oak or Birch, both highly finished.

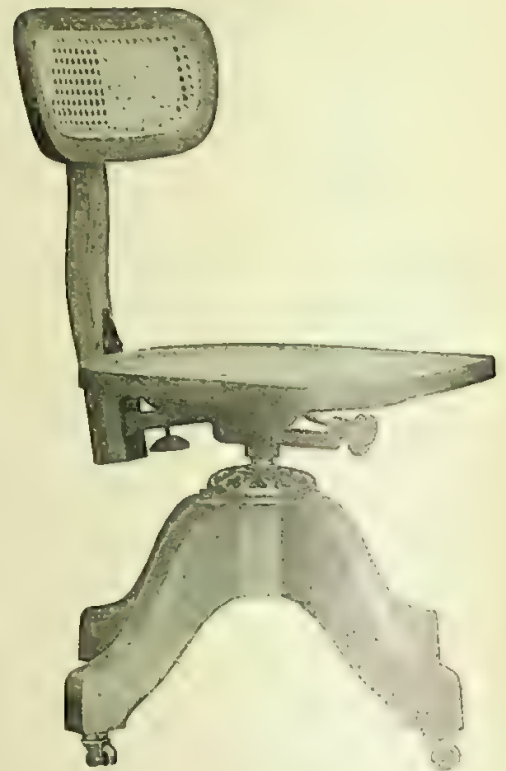
Dimensions: Height of back from seat,  $17\frac{1}{2}$  inches. Width of seat, 16 inches. Depth of seat,  $16\frac{1}{2}$  inches.

**No. 1 P. L. X.** A handsome chair for the stenographer. Has cane seat and genuine leather upholstered back. Both seat and back are adjustable to individual requirements. A very comfortable and attractive chair that will add to the well-being of the one who uses it. Made of Quartered Oak or Birch.

Dimensions: Height of back from seat,  $17\frac{1}{2}$  inches. Width of seat, 16 inches. Depth of seat,  $16\frac{1}{2}$  inches.

**No. 1-W.** An all-wood chair for the stenographer. Constructed especially to give comfort and to add to the ease of performing work. Saddle seat and back shaped to right proportions. Both seat and back adjustable. Made of Quartered Oak or Birch.

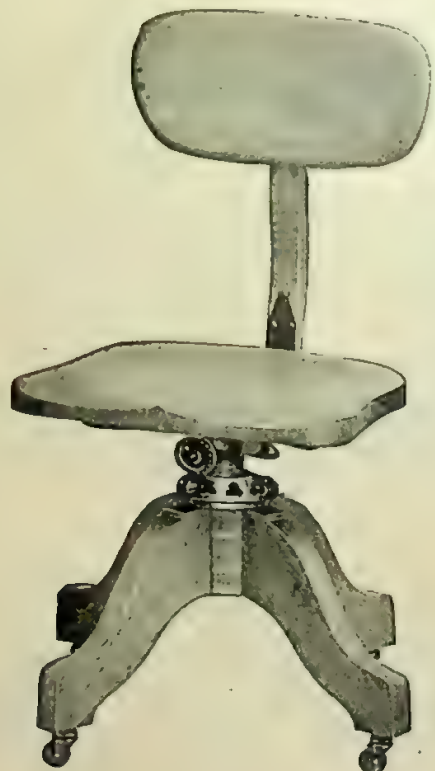
Dimensions: Height of back from seat,  $17\frac{1}{2}$  inches. Width of seat, 16 inches. Depth of seat,  $16\frac{1}{2}$  inches.



No. 1 C. D.



No. 1 P. L. X.

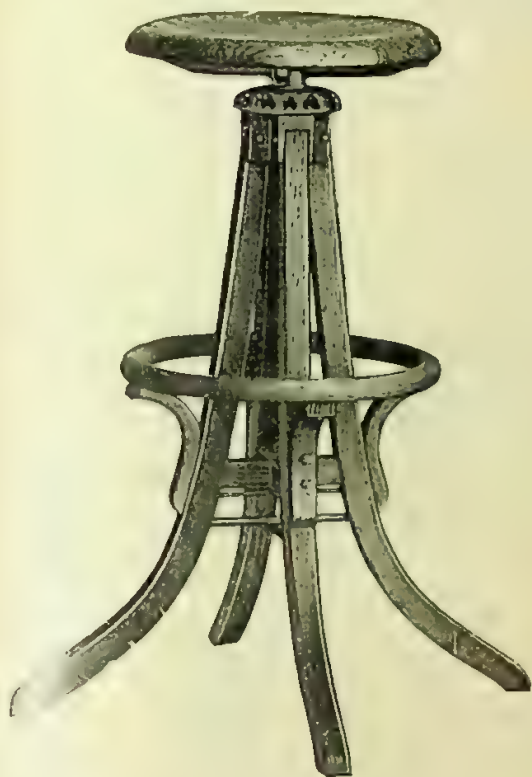


No. 1-W.

## BOOKKEEPER'S STOOLS.

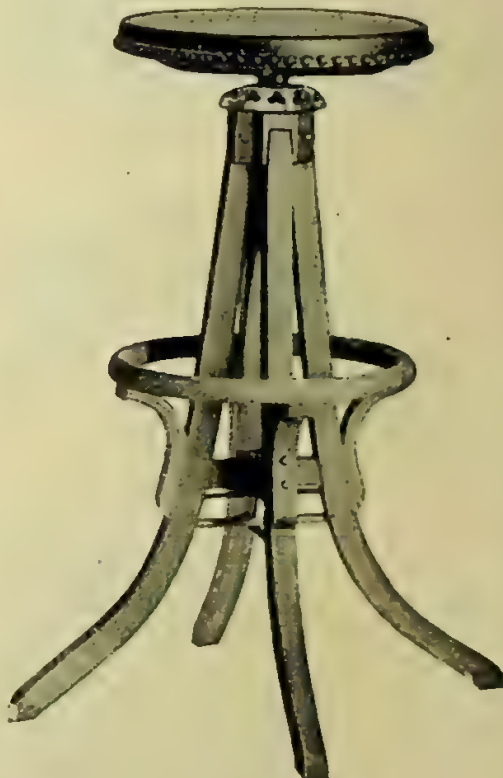
These stools are used not only by bookkeepers, but by cashiers in offices, theatres, moving picture theatres, and by all who need a high stool to perform their work.

No. 32-W. Is an excellently constructed stool that is reinforced and bolted in every way that will add to its strength. The seat is of full wood, carefully shaped for comfort. The foot rail is accurately placed and constructed with unusual thoroughness. The legs are of strong bent wood instead of easy-splitting sawed wood. Made of Quartered Oak or Birch. Seat is 32 inches from the floor and is adjustable to 35 inches. Diameter of seat is 14 inches.



No. 32-W.

No. 32-P. This stool has the same strong construction and reliable features of the No. 32-W. The seat on this stool is slip perforated, genuine leather over cane, drawn over the edge. Made of Quartered Oak or Birch. Seat is 32 inches from the floor and adjustable to 35 inches. Diameter of seat, 14 inches.



No. 32-P.

## ELM OFFICE STOOLS.

Substantially made. Light Golden Finish, suitable for office or factory use.



No. 82 1/2-X.

Elm, office golden finish.  
30 inches high. Wood seat.



No. 81-X.

Elm, office golden finish.  
25 inches high. Wood seat.



No. 80-X.

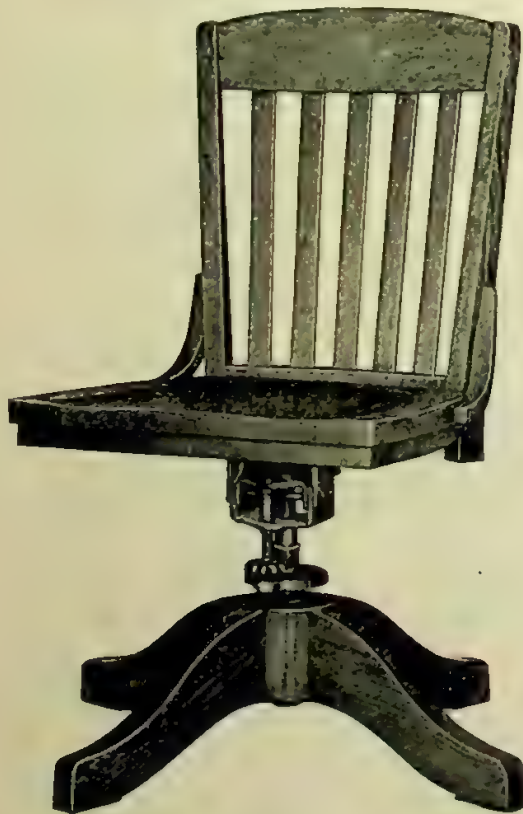
Elm, office golden finish.  
18 inches high. Wood seat.

OFFICE  
CHAIRS.

No. 223.  
Quartered Oak—Light Dull and  
Brown Oak Finish.  
Gum—Mahogany Dull Rubbed Finish.  
Solid Saddle Seat—Straight back 19 inches.



No. 222.  
Quartered Oak—Light Dull and  
Brown Oak Finish.  
Gum—Mahogany Dull Rubbed Finish.  
Solid Saddle Seat—Straight back 19 inches.



No. 221.  
Quartered Oak—Light Dull and  
Brown Oak Finish.  
Gum—Mahogany Dull Rubbed Finish.  
Solid Saddle Seat—Straight back 18½ inches.



No. 220.  
Quartered Oak—Light Dull and  
Brown Oak Finish.  
Gum—Mahogany Dull Rubbed Finish.  
Solid Saddle Seat—Straight back 18½ inches.

OFFICE AND SCHOOL CHAIRS.



No. 206.



No. 215.

No. 206.

Quartered Oak—Light Dull and Brown Oak Finish.

Gum—Mahogany Dull Rubbed Finish Solid Saddle Seat.

No. 215.

Quartered Oak—Light Dull Finish.

Gum—Mahogany—Dull Rubbed Finish Solid, Saddle Seat.

No. 82.

Quartered Oak—Light Dull—Brown Oak—Golden Gloss Finish, Solid Saddle Seat—Height of back 16½ inches. Ark 10x24 inches.

Angle Iron Fastened Beneath Arm at Back Post, Lock Joint Construction in Rails.



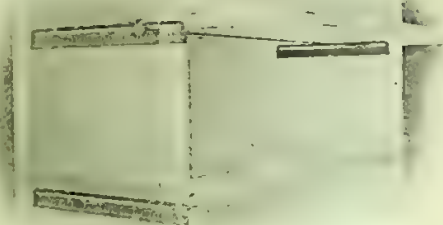
No. 82.

## STANDARD SECTIONAL BOOKCASES.

The Standard style is patterned after no distinctive type of furniture but it adheres to such gracefully simple lines that it harmonizes in almost any library. This style meets the demand for utility and good looks, at very moderate cost. The Standard style is made in plain and quartered oak and in imitation and genuine mahogany in all finishes.

**The Perfect Bookcase Door.** One outstanding feature of this Standard Style of Bookcases is this door mechanism. It is a patented device and cannot be had in any other sectional bookcase. It is a positive guarantee against faulty binding doors. The cogged wheels at either end of the door operate on toothed tracks. The axle connecting the two wheels turns with them, insuring both ends of the door traveling at the same speed. Accordingly, neither end of the door can be pushed into the case farther than the other. This insures a quiet, easy gliding door at all times.

**Detachable Feet.** (Patented.) The invention of Macey changeable, interchangeable and detachable feet marks a step in the development of Sectional Bookcases almost as important and far reaching as the Unit Idea itself. Next to the Macey non-binding door mechanism, the Macey Detachable Foot (Patented) is the most important mechanical development of the Sectional Bookcase. Without this feature, used exclusively on Macey bookcases, the working out of recognized furniture designs in good proportions would have been impossible. The Interchangeable Foot may be of any design best suited to the style of the case, and can be so placed that it will add attractiveness to the appearance of the whole structure. Certain styles of cases require that their feet be set out beyond the front and sides of the case; two such cases could not be nicely joined together if the feet were rigidly attached. In the Macey structure, the projecting feet may be removed, and one of them replaced to support two adjoining cases at their intersection. This also locks them firmly together. On the top of each is a metal cap, in which there are two slots to receive screw heads. When the foot is pushed into position the screws should be tightened to hold the foot firmly in place.



The above illustration shows a typical stack of Standard Bookcases which is very popular as a beginning of a sectional Bookcase Library. The book sections are selected to accommodate books of the average size. Sections can be added as the library grows and the sections can be rearranged at will.

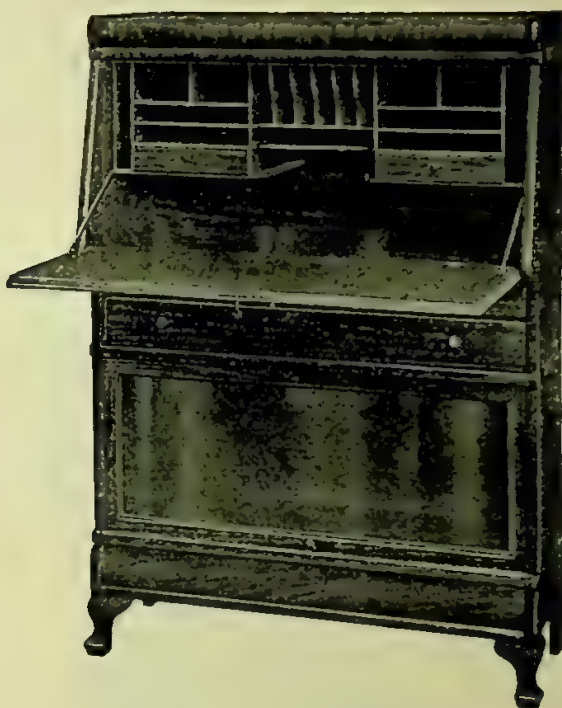
There are other styles of bases and top sections to fit the Standard Bookcase Sections besides the ones shown in this illustration.

The Sections shown in this typical stack are No. 9-ST Square Top, No. 98 Book Section, No. 910 Book Section, No. 912 Book Section and No. 9-SB Sanitary Leg Base (the legs on this style base are not detachable).

The dimensions of these sections will be found on the following page.

These sections are made in Plain Oak, Quartered Oak, Imitation Mahogany and Mahogany. All of them in several finishes which are also shown on the following page.

## STANDARD SECTIONAL BOOK CASES



The two illustrations above show two very serviceable combinations of Standard Bookcase Sections. The illustration to the left shows the same combination of Book Sections as the illustration on the preceding page, but with a different style top and base. This illustration shows a No. 93 Overhanging Top, No. 98 Book Section, No. 910 Book Section, No. 912 Book Section and a No. 95 Detachable Leg Base. The dimensions of these sections are given in the table below.

The illustration to the right shows a Desk Section in combination with a Book Section. This Desk Section affords many advantages. Used with a No. 912 Book Section and a No. 95 Leg Base, as shown, the writing bed is 31½ inches from the floor, the correct writing height. In this section the writing bed is roomy and it has two large drawers for miscellaneous storage. This desk unit is the same height outside as the combined height of No. 98 and No. 910 Book Sections, thus maintaining uniformity of height when used alongside stacks of Book Sections. The top shown in this illustration is No. 94 Rounded Top and the base is No. 97 Box Base with detachable feet.

Below are listed the different sections of this Standard Bookcase Line with their dimensions. Those having stock numbers beginning with the same figures, 8, 9 or 12, will stack together. For instance: Nos. 8-ST, 89, 811 and 8-SB will make a stack; Nos. 93, 98, 910, 911, 912 and 97 stack together.

Stock Number	Law Library Size	Height		Depth		Width	
		Outside Inches	Inside Inches	Outside Inches	Inside Inches	Outside Inches	Inside Inches
8-ST.	Square Top.....	3¼	.....	9½	.....	34	.....
83.	Overhanging Top.....	3¼	.....	11	.....	34	.....
89.	Book Section.....	11½	9½	9½	8	34	32
811.	Book Section.....	13	11	9½	8	34	32
8-SB.	Sanitary Leg Base.....	10¼	.....	9½	.....	34	.....
85.	Interchangeable Leg Base.....	8	.....	11	.....	35½	.....
87.	Box Base.....	7	.....	11	.....	34	.....
Home Library Size							
9-ST.	Square Top.....	3¼	.....	11	.....	34	.....
93.	Overhanging Top.....	3¼	.....	12½	.....	34	.....
94.	Rounded Top.....	3	.....	11½	.....	34	.....
98.	Book Section.....	10½	8½	11	9½	34	32
910.	Book Section.....	12¼	10¼	11	9½	34	32
911.	Book Section.....	13	11	11	9½	34	32
912.	Book Section.....	14¼	12¼	11	9½	34	32
9120.	Reducing Section.....	15½	12¼	11	9½	34	32
910-D.	Desk Section.....	12½	.....	14	9½	34	32
920-D.	Desk Section.....	22½	14	14	12½	34	32
9-SB.	Sanitary Leg Base.....	10¼	.....	11	.....	34	.....
95.	Interchangeable Leg Base.....	8	.....	12½	.....	35½	.....
951.	With Drawer.....	8	.....	12½	.....	35½	.....
97.	Box Base.....	7	.....	12½	.....	34	.....
971.	Box Base with Drawer.....	7	.....	12½	.....	34	.....
Dictionary Size							
12-ST.	Square Top.....	3¼	.....	13½	.....	34	.....
123.	Overhanging Top.....	3¼	.....	15	.....	34	.....
12130.	Reducing Dictionary Section.....	10½	13½	14	12	34	32
1213.	Dictionary Section.....	15½	13½	14	12	34	32
12-SB.	Sanitary Leg Base.....	10¼	.....	13½	.....	34	.....
127.	Box Base.....	7	.....	15	.....	34	.....

Standard Bookcase Sections are carried in the following finishes:

Plain Oak  
Golden, No. 1  
Fumed, No. 21  
Antique, No. 8.

Quartered Oak  
Golden, No. 2  
Antique, No. 9

Imitation  
Mahogany  
No. 13

Mahogany  
Maple Back  
Red Tone, No. 15  
Brown, No. 22

## RECEDING DOOR SECTIONAL BOOKCASES.

Standard Style.

Furnished in Plain or Quartered Oak any of our Standard Finishes; Imitation Walnut, Imitation Mahogany, Real Mahogany.



Combination No. 2160.

No.	Inches
0. Regular Top.....	2 $\frac{5}{8}$
20. Book Section.....	11 $\frac{1}{4}$
20. Book Section.....	11 $\frac{1}{4}$
22. Book Section.....	13 $\frac{1}{4}$
24. Book Section.....	15 $\frac{1}{4}$
37. French Base with Drawer.....	10 $\frac{1}{2}$
Total Height....	64 $\frac{1}{2}$

Width 34 or 26-inch.



Combination No. 2162.

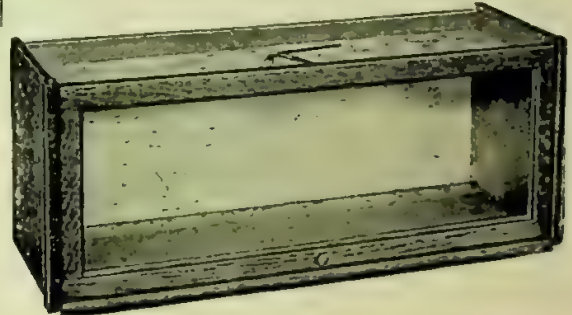
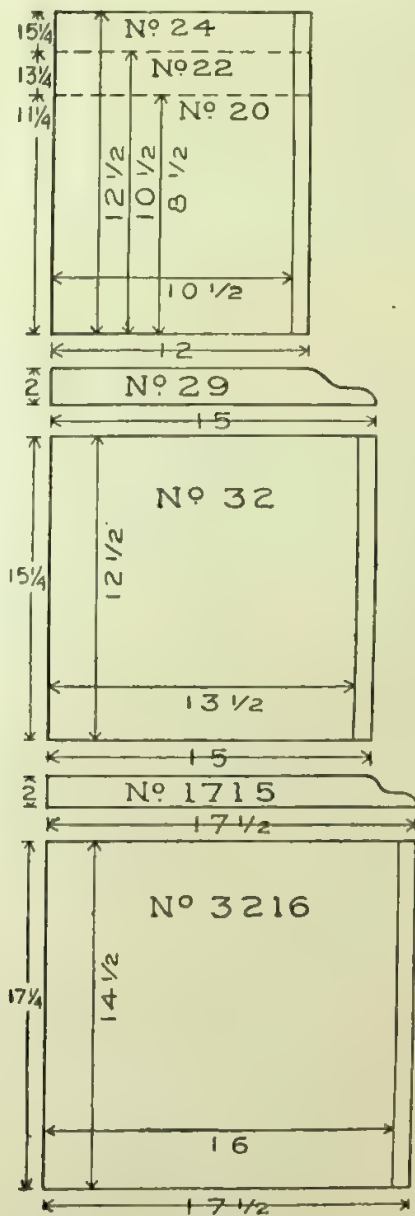
No.	Inches
0. Regular Top.....	2 $\frac{5}{8}$
20. Book Section.....	11 $\frac{1}{4}$
20. Book Section.....	11 $\frac{1}{4}$
22. Book Section.....	13 $\frac{1}{4}$
22. Book Section.....	13 $\frac{1}{4}$
84. Leg Base.....	10 $\frac{1}{2}$
Total Height.....	62 $\frac{1}{8}$

Width 34 or 26-inch.

## RECEDING DOOR SECTIONAL BOOKCASES.

### Comparison of Sizes.

The size sections in general use for the home library are the numbers 20, 22 and 24 in both the regular 34-inch and three-quarter 26-inch widths. The doors in the cases may be plain or ornamental glass or wood paneled. The numbers 22, 24 and 32 sections are sizes used mostly in business and professional offices. The number 3216 is designed for use as display sections. Outline diagram shown here will give you correct heights and depths of the various sections included in the line. These sections all have round front pilasters.

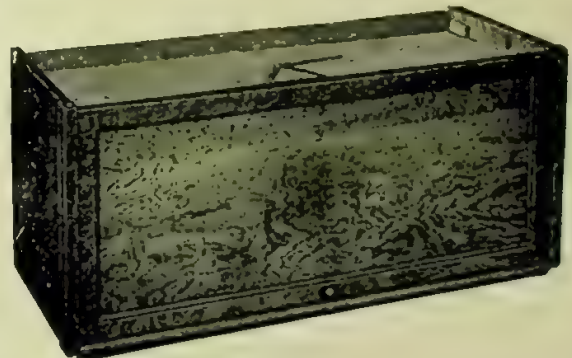


No. 20. 8 1/2 inches high, 10 1/2 inches deep, inside.

No. 22. 10 1/2 inches high, 10 1/2 inches deep, inside.

No. 24. 12 1/2 inches high, 10 1/2 inches deep, inside.

These sections are designated as "Regular Depth".



No. 32. 12 1/2 inches high, 13 1/2 inches deep, inside. Designated as "Extra Depth". Shown with Magazine Panel.



No. 3216 is 14 1/2 inches high, 16 inches deep, inside. Designated as "Display Section".

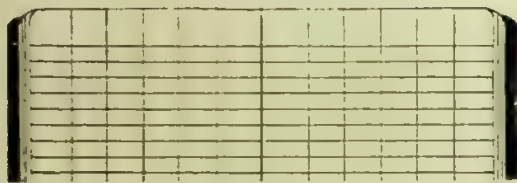
### REDUCING RAILS.

No. 29 combines sections of extra depth with sections of regular depth.

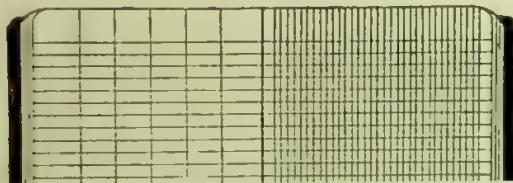
No. 1715 combines display sections with sections of extra depth.

No. 1712 combines display sections with sections of regular depth.

## ENGINEER'S SUPPLIES.



No. 1307. **Level Book.** Bound in smooth tan Fabrihide, stiff cover, printed tables in back. Standard Banner Paper. Size 7 $\frac{1}{2}$ x4 $\frac{1}{2}$ . 80 leaves.



No. 1308. **Field Book.** Bound in smooth tan Fabrihide, stiff cover, printed tables in back. Standard Banner Paper. Size 7 $\frac{1}{2}$ x4 $\frac{1}{2}$ . 80 leaves.

**"Sphinx" Handy Pocket Tapes.**

No. 6600. **Steel Tape.**  $\frac{1}{4}$ -inch wide, nickel-plated case, with spring and stop. Divided one side, inches to 16ths, other side, millimeters. Carried in 3 and 6-foot lengths.

No. 6601. **Steel Tape.** Same as No. 6600 but inches to 16ths on one side and feet to 10ths and 100ths on the other. Carried in 3 and 6-foot lengths.

No. 6606. **Linen Tape.**  $\frac{1}{4}$ -inch wide, nickel-plated case, with spring and stop. Divided  $\frac{1}{2}$ -inch and millimeters. Carried in 3 and 6-foot lengths.

**TRACING PAPERS IN ROLLS.**

No. 3118. **"Taurus,"** an unprepared, unglazed, white tracing paper, excellent for pencil detail work. Preferred by architects. In 20 and 50-yd rolls, 57 inches wide.

No. 3120. **"Apollo,"** vegetable, thin, white, smooth, in rolls of 20 yards, 28 $\frac{1}{2}$  and 43 inches wide.

No. 3133. **"Utility,"** medium weight, transparent, white tracing and detail paper, for pen and pencil work, as well as water color. Will stand much erasing by knife or rubber and frequent folding. Frequently referred to as detail tracing paper. 50-yard rolls: 30, 36, 42 and 62 inches wide.

No. 3126-V. **"Mars,"** prepared, tough, transparent, white, in rolls of 20 yards. 30, 36 and 42 inches wide.

No. 3129-V. **"Ideal,"** prepared, heavy, transparent and strong, bluish tint, in rolls of 20 yards. 30, 36 and 42 inches wide.

**TRACING CLOTH.**

No. 3135. **"Imperial,"** glazed on one side and dull on the other. In rolls of 24 yards. 24, 30, 36, 42, 48, 54 inches wide.

3136. **"Sphinx"** tracing cloth. In rolls of 24 yards. 30, 36 and 42 inches wide.

**DRAWING PAPERS IN ROLLS.**

No. 3094. **"Sphinx,"** a light-colored buff, hard, tough drawing paper, of the very highest quality, having a finely grained surface. Excellent for ink and pencil work, unsurpassed erasing qualities. Fairly heavy in weight. In 10 and 50-yard rolls. 24, 30, 36, 42 and 60 inches wide.

Also original rolls of about 50-lbs.

No. 3091. **"Corporal,"** buff detail drawing paper, medium weight, fine quality, very tough and of high erasing quality, finely grained surface.

In 10 and 50-yard rolls. 30, 36 and 42 inches wide.

Also original rolls of about 75-lbs.

No. 3040. **"Ajax,"** a high-grade white drawing paper of pure stock, finely grained surface, carefully sized, perfect erasing qualities. A most desirable paper for college and drawing room. Suitable for pencil, ink or water-color work. Medium weight, in 10-yard rolls. 30, 36 and 42 inches wide.

Also original rolls of about 50 lbs.

No. 3055. **"Tiger,"** a very hard, tough and excellent white drawing paper, splendid for map work. Fairly heavy. It has a hot pressed or smooth surface. In 10-yard rolls. 30, 36, 42 and 62 inches wide.

Also original rolls of about 50 lbs.

Tracing Paper and Cloth sold by the Yard or Full Roll.

**DRAWING PAPER IN SHEETS.**

Sold by the Sheet, Quire or Ream.

No. 3012. **"Sphinx,"** a hard, tough, buff drawing paper, of superior quality, having a medium grained surface, excellent for ink or pencil work, unsurpassed erasing quality, light buff color, agreeable to the eye, and permitting of handling without soiling. Carried in the following sizes: 9x12, 12x18, 16x24, 22x30, 24x36, 28x40 inches.

No. 3009. **"Corporal,"** a tough buff detail drawing paper, medium grained surface, a trifle darker in shade than ordinary manila paper, possessing good erasing qualities. Will take either ink or pencil. Carried in the following sizes: 9x12, 12x18, 18x24, 22x30, 24x36 inches.

No. 3004. **"Hermes,"** a first quality drawing paper, extra heavy, smooth surface, especially adapted for mechanical drawing, pen and ink and fine pencil drawing, of excellent erasing quality and great toughness. Carried in the following sizes: 10x24, 22x30, 28x40 inches.

No. 3006. **"Cosmos,"** drawing paper. Made of pure stock, and carefully sized, with perfect erasing qualities, medium grained surface. A most desirable paper for schools and colleges, suitable for pencil, ink or water-color work. Carried in the following sizes: 13x17, 15x20, 17x22, 19x25, 22x30, 26x42 inches.

No. 3008. **"Phenix"** drawing paper, a very desirable white drawing and water-color paper of surface slightly grained, for school use. Carried in the following sizes: 14x17, 15 $\frac{1}{2}$ x10 $\frac{1}{2}$ , 17x22, 19x24, 22x30, 26x40 inches.

Sample book of drawing and tracing papers cheerfully sent on request to schools and colleges, drawing rooms and to the profession, generally.

**CROSS-SECTION PAPERS AND CLOTH.**

Sold by the Sheet, Quire or Ream.

Ruled Cross-Section Paper.

No. 3315. Sheets, 16x21 inches, ruled in blue, 8x8 to the inch.

No. 3317. Sheets, 16x21 inches, ruled in blue, 10x10 to the inch.

No. 3318. Sheets, 16x21 inches, ruled in blue, 5x5 to 1-inch.

No. 3319. **Topographical Paper.** In sheets, 16x21 inches, ruled 4x4 to inch; inch lines blue, rest red, 400 feet to the inch.

Engraved Cross-Section Paper

Plate F, 10x10 to the inch. Inch lines heavy.

**SHEETS.**

No. 3302-G. Green, engraving 16x20 inches, drawing paper

No. 3302-O. Orange, engraving 16x20 inches, drawing paper

No. 3302-T. Orange, only, engraving 16x20 inches, tracing paper.

**CONTINUOUS.**

Sold by the Yard or Roll

No. 3303-G. Green, engraving 20 inches wide, drawing paper, 50-yd. roll.

No. 3303-O. Orange, engraving. 20 inches wide, drawing paper 50-yd. roll.

No. 3304-G. Green, engraving 20 inches wide, muslin backed, 20-yd. roll.

No. 3304-O. Orange, engraving. 20 inches wide muslin backed, 20-yd. roll.

No. 3305. Orange, engraving 20 inches wide tracing paper, 50-yd. roll.

No. 3306. Orange, engraving 20 inches wide imperial tracing cloth, 20-yd. roll.

**SKETCHING CROSS-SECTION PAPER.**

Sold by the Sheet, Quire or Ream.

20x20 to 1-inch. Every fifth line heavy.

**SHEETS.**

No. 3312. Green, engraving 7 $\frac{1}{2}$ x10 inches, drawing paper

No. 3312-A. Green, engraving 10x15 inches, drawing paper

No. 3313. Orange, engraving 7 $\frac{1}{2}$ x10 inches, tracing paper.

No. 3313-A. Orange, engraving 10x15 inches, tracing paper.

No. 3314. Olive Green, engraving on onion skin tracing paper, sheets 8 $\frac{1}{2}$ x12 inches, engraving 7 $\frac{1}{2}$ x10 inches.

No. 3312-M. Divided in millimeters, engraving 20x25 cm., heavy paper.

**PROFILE PAPERS AND CLOTH.**

Sold by the Yard or Roll.

Plate A, 4x20 to the inch.

**CONTINUOUS.**

No. 3281-G. Green, engraving 20 inches wide, drawing paper, 50-yd. roll.

No. 3281-O. Orange, engraving. 20 inches wide, drawing paper, 50-yd. roll.

No. 3282-G. Green, engraving 20 inches wide, muslin backed, 20-yd. roll.

No. 3282-O. Orange, engraving 20 inches wide, muslin backed, 20-yd. roll.

No. 3283. Orange, engraving 20 inches wide, tracing paper, 50-yd. roll.

No. 3284. Orange, engraving 20 inches wide, imperial tracing cloth, 20-yd. roll.

Plate B, 4x30 to the inch.

**CONTINUOUS.**

No. 3286-G. Green, engraving 20 inches wide, drawing paper, 50-yd. roll.

No. 3286-O. Orange, engraving 20 inches wide, drawing paper, 50-yd. roll.

No. 3287-G. Green, engraving 20 inches wide, muslin backed, 20-yd. roll.

No. 3287-O. Orange, engraving 20 inches wide, muslin backed, 20-yd. roll.

No. 3288. Orange, engraving 20 inches wide, tracing paper, 50-yd. roll.

No. 3289. Orange, engraving 20 inches wide, imperial tracing cloth, 20-yd. roll.

**CROSS-SECTION BLOCKS.**

Ruled Cross-Section Blocks, ruled in blue, on good quality paper, 10x10, 8x8, 4x4, or 5x5 to one inch; inch lines heavy. Bound two edges.

50 Sheets to Each Block.

No. 3358-A. 5x 8 inches.

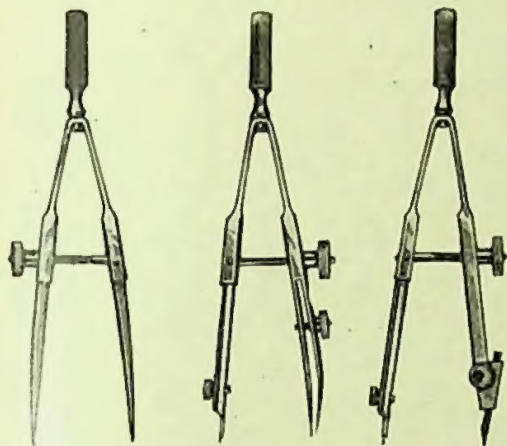
No. 3358-B. 8x10 inches.

No. 3358-C. 10x16 inches.

No. 3358-D. 16x21 inches, 24 sheets only to pad.

## COSMOS DRAWING INSTRUMENTS.

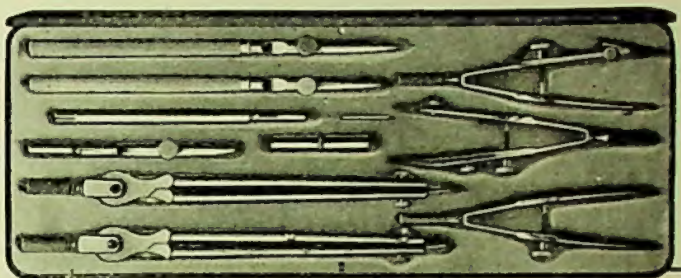
## ROUND SYSTEM.



No. 3830-R.

No. 3831-R.

No. 3832-R.



No. 3874-R.

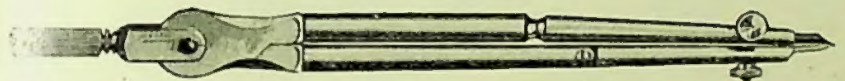
No. 3874-R. Barlock Case, containing:  
 3808-R. 5½-inch Pen and Pencil Compass with lengthening bar, fixed needle-point leg;  
 3804-R. 5½-inch Plain Divider;  
 3830-R. 3½-inch Steel-spring Bow Divider;  
 3831-R. 3½-inch Steel-spring Bow Pen;  
 3832-R. 3½-inch Steel-spring Bow Pencil;  
 3860-R. 4½-inch Spring-blade Ruling Pen;  
 3861-R. 5-inch Spring-blade Ruling Pen;  
 Box of leads and key.

## SEPARATE INSTRUMENTS.

No. 3804-R. 5½-inch Plain Divider.  
 3805-R. 5½-inch Hairspring Divider.  
 3808-R. 5½-inch Pen and Compass with lengthening bar, fixed needle-point leg and extra divider leg.  
 3830-R. 3½-inch Steel-spring Bow Divider, Metal Handle.  
 3831-R. 3½-inch Steel-spring Bow Pen, Metal handle.  
 3832-R. 3½-inch Steel-spring Bow Pencil, Metal handle.  
 3833-R. 3½-inch Combination Bow Pen and Pencil, Metal handle.



No. 3805-R.



No. 3808-R.



No. 3860-R.

No. 3860-R. 4½-inch Spring-blade Ruling Pen, Aluminum Handle.



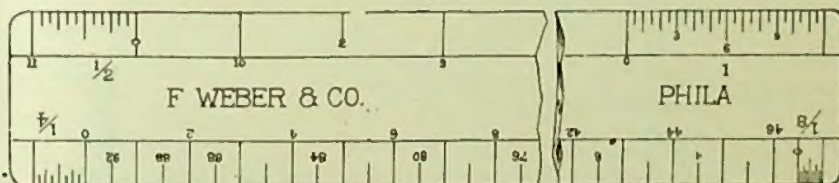
No. 3861-R.

No. 3861-R. 5-inch Spring-blade Ruling Pen, Aluminum Handle.

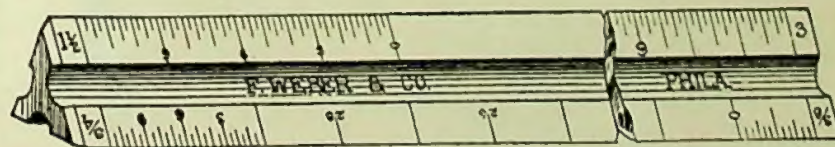


No. 3862-R. 5½-inch Spring-blade Ruling Pen, Aluminum Handle.

## SCALES



## TRIANGULAR



## FLAT.

No. 4325. Boxwood. 6 inches; Divided ¼, ½ and 1-inch to the foot.  
 4326. Boxwood. 12 inches; Divided ¼, ½ and 1-inch to the foot.  
 4345. White Edge. 6 inches; Divided ¼, ½ and 1-inch to the foot.  
 4346. White Edge. 12 inches; Divided ¼, ½ and 1-inch to the foot.  
 4430. Boxwood. 6 inches; Divided ¼, ½ and 1-inch to the foot.  
 4431. Boxwood. 12 inches; Divided ¼, ½, 1, ¾, 1½ and 3 inches to the foot.  
 4437. White Edge. 6 inches; Divided ¼, ½, 1, ¾, 1½ and 3 inches to the foot.  
 4438. White Edge. 12 inches; Divided ¼, ½, 1, ¾, 1½ and 3 inches to the foot.

## For Architects and Mechanical Engineers.

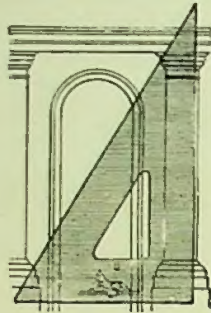
No. 4470. Boxwood. 6 inches; Graduated, ¼, ½, ¾, 1, 1½, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

## For Civil Engineers and Surveyors.

No. 4500. Boxwood. 6 inches; Graduated, 10, 20, 30, 40, 50 and 60 parts to the inch.  
 No. 4501. Boxwood. 12 inches; Graduated, 10, 20, 30, 40, 50 and 60 parts to the inch.  
 No. 4510. White Edge. 6 inches; Graduated, 10, 20, 30, 40, 50 and 60 parts to the inch.  
 No. 4511. White Edge. 12 inches; Graduated, 10, 20, 30, 40, 50 and 60 parts to the inch.

## ENGINEER'S SUPPLIES.

## SPHINX TRANSPARENT CELLULOID TRIANGLES.



These triangles are made of the clearest stock and are guaranteed to be accurate. They are of standard thickness.

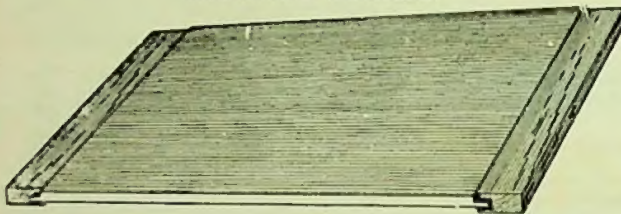
**No. 5110. Transparent Celluloid Triangles.** Open center, 45°x45°. Carried in 3, 4, 6, 8, 10 and 12-inch sizes.

**No. 5110½. Transparent Celluloid Triangles.** Open center with finger lifts. 45°x45°. Carried in 3, 4, 6, 8, 10, 12, 14, 16 and 18-inch sizes.

**No. 5111. Transparent Celluloid Triangles.** Open center, 30°x60°. Carried in 4, 6, 8, 10 and 12-inch sizes.

**No. 5111½. Transparent Celluloid Triangles.** Open center with finger lifts. 30°x60°. Carried in 4, 6, 8, 10, 12, 14, 16 and 18-inch sizes.

## DRAWING BOARDS.



**No. 5263.** Made of best selected Basswood. Board ¾-inch thick, with end battens, two drawing surfaces. Carried in the following sizes: 12x17, 16x21, 18x23, 20x26, 23x31, 24x36, 31x42.

Also carried in the following sizes and thicknesses: 31x47, 1-inch thick; 37x48, 1½-inch thick; 37x60, 1½-inch thick; 48x64, 1½-inch thick.

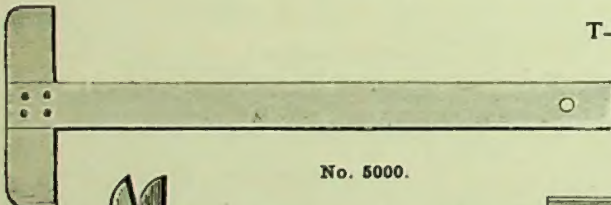
## SPHINX IRREGULAR CURVES TRANSPARENT CELLULOID.



"Sphinx" Curves are made with the utmost care and precision. Every curve is guaranteed for quality and accuracy.

No. 5197. Stock numbers and sizes.					
No.	Size Inches	No.	Size Inches	No.	Size Inches
1	7	9	8½	17	10
2	6½	10	6½	18	11
3	6¼	11	9	19	11
4	7	12	7	20	11
5	6½	13	8	21	11½
6	5½	14	9	22	12
7	10	15	9	23	12
8	8½	16	8	24	13
				25	15

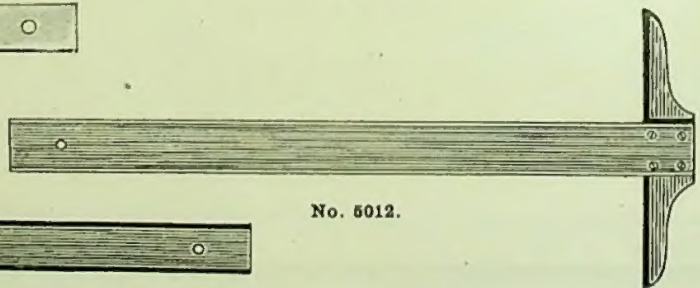
## T-SQUARES.



No. 5000.



No. 5013.



No. 5012.

"Sphinx" T-Squares are made of carefully selected, and well seasoned woods. These T-Squares do not warp and are guaranteed accurate.

**No. 5000.** Made of Cherry wood with fixed head. Carried in the following lengths: 15, 18, 21, 24, 30, 36, 42, 48, 54, 60 and 72 inches.

**No. 5006. Ashwood Blade.** Maple lined, walnut head, fixed, shellac finish. Carried in the following lengths: 24, 30, 36, 42, 48, 54, 60 and 72 inches.

**No. 5007. Ashwood Blade.** Maple lined, movable walnut head with two fine brass milled head swivels. Carried in the following lengths: 24, 30, 36, 42, 48, 54, 60 and 72 inches.

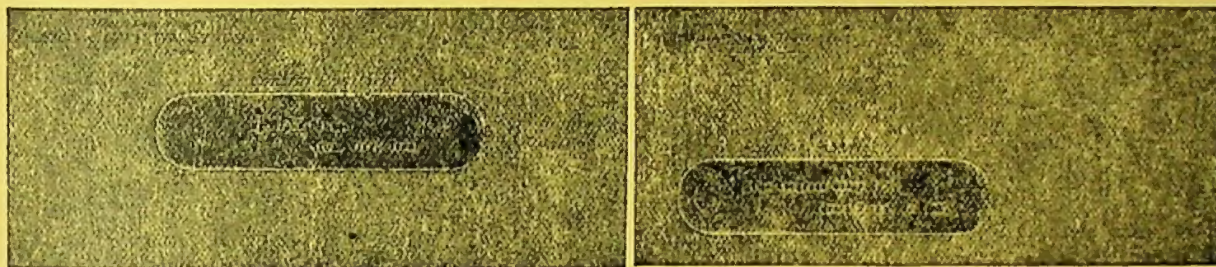
**No. 5012. Mahogany or Maple Blade.** Transparent celluloid lined, the celluloid is attached so that it cannot separate from the wood—walnut head, shellac finish, fixed head, finest quality. Carried in the following lengths: 12, 15, 18, 24, 30, 36, 42, 48, 54, 60 and 72 inches.

**No. 5013.** Same as No. 5012 with movable head with two fine brass milled head swivels, shellac finish. Carried in the following lengths: 18, 24, 30, 36, 42, 48, 54, 60 and 72 inches.

## Justrite Fibre Envelopes

*Justrite Fibre Envelopes* are made of an attractive looking special fibre paper of a light brown color with a glazed writing surface. This is the toughest material obtainable, in a medium weight which saves you postage without sacrificing safety.

*Made in Two Styles—Plain and with Transparent Windows.*



Justrite Fibre Window Envelope—Central Position.

Justrite Fibre Window Envelope—Regular Position.

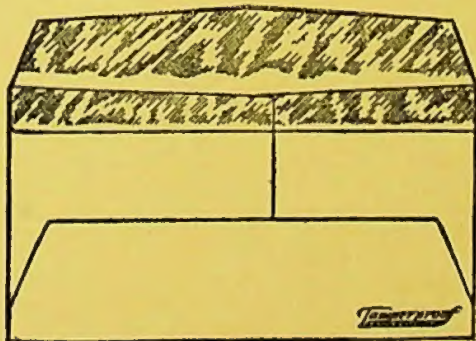
This line of envelopes made in a large variety of sizes to satisfy almost any requirement.

Samples and prices on any quantity furnished on request.

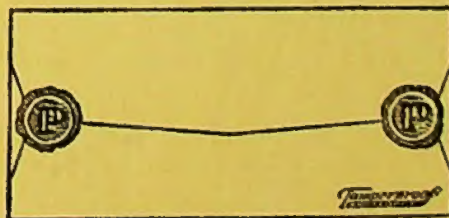
***Tamperproof***  
**ENVELOPES**  
MADE FOR SAFETY

These envelopes are made with a double fold, top and bottom. Have extra heavy hand gumming on flap. They will not break in transit and insure inclosures against being tampered with.

They are very practical for mailing currency, mortgages, stock certificates, abstracts, reports, policies or other valuable papers. Made of tough Kraft fibre stock of high grade.



Cut Shows Tamperproof Envelope Open.



Cut Shows Tamperproof Envelope Sealed.

*Write for Samples and Prices.*

We are able to take care of any and all of your envelope requirements—special prices on mill shipments.

Write us for prices before placing your next order.

# Rite-Fine Stationery

**R**ITE-FINE Stationery is a fine grade of white bond paper made in two sizes and packed 125 sheets of paper and 100 envelopes to the cabinet. The cabinet is unique in design and provides a very nice place in which to keep the stationery clean and yet be handy for use at all times. The sheets slide out on a shelf, making it very easy to remove one. Space is provided for the envelopes and also in each cabinet, is a useful drawer for keeping pens, pencils, erasers, stamps, etc., where they can always be found.

Rite-Fine is furnished in two sizes as follows:

## TWO FOLD SIZE

Paper  $7\frac{1}{4} \times 10\frac{1}{2}$ , envelopes  $3\frac{7}{8} \times 7\frac{1}{2}$

## GLADSTONE SIZE

Paper flat  $7 \times 11$ , (folded once  $5\frac{1}{2} \times 7$ ), envelopes  $3\frac{5}{8} \times 5\frac{5}{8}$

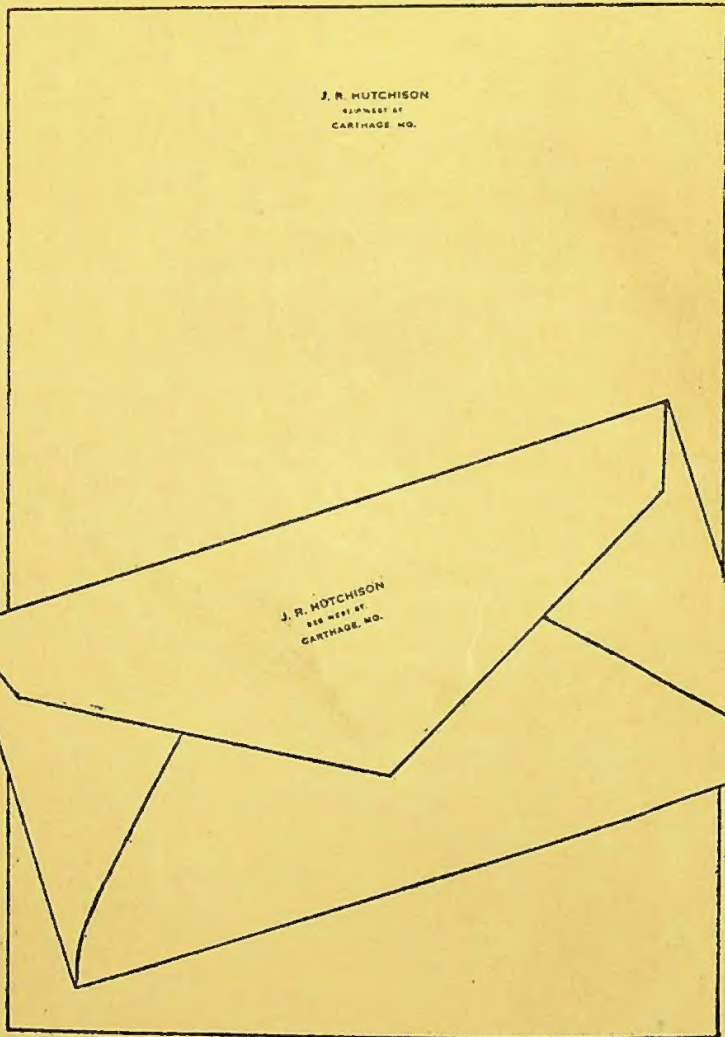
The Two-fold size is popular for both ladies and gentlemen.

The Gladstone size is used mostly by ladies.

## PRINTING

The price of Rite-Fine Stationery includes printing three lines of copy in the style of type illustrated on both paper and envelopes. Envelopes will be printed on the flap unless ordered on the "face." Printing black or blue ink. Will print in black unless otherwise specified.

Price per cabinet, printed \_\_\_\_\_ \$2.90



## TWO FOLD SIZE

(This Illustration  $\frac{1}{2}$  Size)

This illustrates style of type used in printing Rite-Fine Stationery—not over Three Lines.

J. R. HUTCHISON  
928 WEST ST.  
CARTHAGE, MO.



We will gladly send you samples of both Two-Fold and Gladstone sizes on receipt of your request.